

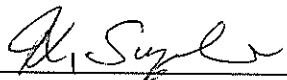
**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
FEDERATED STATES OF MICRONESIA  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

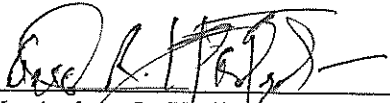
Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Kazuya Suzuki to Federated States of Micronesia (hereinafter referred to as "Micronesia") from August 20 to August 25, 2010 for the purpose of preparation of the technical cooperation regarding the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as "the Project").

During its stay in Micronesia, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Micronesia authorities concerned.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Pohnpei, Micronesia August 25, 2010

  
\_\_\_\_\_  
Mr. Kazuya Suzuki  
Leader  
Detailed Planning Survey Team  
Japan International Cooperation  
Agency  
Japan

  
\_\_\_\_\_  
Mr. Andrew R. Yatilman  
Director  
Office of Environment & Emergency  
Management  
Federated States of Micronesia

## ATTACHED DOCUMENT

### **1. Integration of requests**

In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### **2. Title of the Project**

Micronesia side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

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### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as “R/D”), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Micronesia side, the R/D will be finalized and signed by JICA Micronesia office and the Micronesia authorities concerned. The R/D includes the draft of Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document will be approved by representatives of fourteen (14) PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was a draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Micronesia authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

The team explained that Project Design Matrix (hereinafter referred to as “PDM”) and Plan of Operation (hereinafter referred to as “PO”) is to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

The duration of the Project would be five (5) years from the date when the expert(s) arrives in Independent State of Samoa where Project office will be located.

### **6. Training cost**

JICA explained the cost of training. Micronesia side agreed the shown below.

#### 1) Training in Japan

JICA bears the cost such as a round-trip ticket, allowance for accommodation, living expenses, outfit, shipping, free medical care for participants who become ill after arriving in Japan, expenses for program implementation including materials. Micronesia side bears travel costs in Micronesia.

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*[Signature]*

2) In-country training/workshop

JICA bears the cost such as training materials, etc. Micronesia side bears the cost such as a round-trip ticket, allowance for accommodation, living expenses.


3) Regional and Sub-regional workshop/training

JICA bears the cost such as a round-trip ticket, allowance for accommodation, living expenses, shipping, expenses for program implementation including materials. Micronesia side bears travel costs in Micronesia.

**7. Other relevant issues**

1) Environmental and Social Considerations described in the Appendix III, Item No. 2 Environmental and Social Considerations will be subject to be revised in accordance with the JICA's environmental and social guidelines.

- Appendix I Regional Cooperative Framework (Draft)
- Appendix II Record of Discussions (Draft)
- Appendix III M/M for PDM and PO (Draft)



REGIONAL COOPERATIVE FRAMEWORK  
OF  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA

The Cooperative Framework of Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as “the Project”) is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

**For SPREP**

**For JICA**

\_\_\_\_\_  
Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

\_\_\_\_\_  
Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**

**For Republic of the Fiji Islands**

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**Appendix I Regional Cooperative Framework (Draft)**

**For Republic of the Marshall Islands**

**For Federated States of Micronesia**

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Mr. Hon. Ruben R. Zackhras  
Minister on Assistance to the  
President

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Mr. Andrew R. Yatilman  
Director,  
Office of Environment & Emergency  
Management

**For Republic of Kiribati**

**For Niue**

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**For Republic of Nauru**

**For Independent State of Papua  
New Guinea**

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Dr. Wari Iamo  
Secretary,  
Department of Environment and  
Conservation

**For Republic of Palau**

**For Independent State of Samoa**

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Mr. Calvin Ikesiil  
Manager,  
Solid Waste Management Office, Bureau  
of Public Works, Ministry of Public  
Infrastructure, Industries and Commerce

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Mr. Hon. Faumuina Tiatia Liuga  
Minister,  
Natural Resources and Environment



**Appendix I Regional Cooperative Framework (Draft)**

**For Solomon Islands**

**For Kingdom of Tonga**

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Mr. Hon. Ma'afu Tukui'aulahi  
Minister,  
Ministry of Environment and Climate  
Change

**For Tuvalu**

**For Republic of Vanuatu**

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## Attachment

### 1. Background

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Government of Japan pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.



## 2. Integration of Requests for Technical Cooperation

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

## 3. Title of the Project

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

## 4. Objectives

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.

## 5. Master Plan of the Project

The Project will be implemented in accordance with the Master Plan:

1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

## 6. Structure of the Project

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

### 6.1 Composition and Terms of the Steering Committee Members

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members

and official representatives present in the meeting.

### **6.2 Functions of the Steering Committee**

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

### **6.3 Composition and Terms of the Joint Coordinating Committee**

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (National Project Director and National Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

### **6.4 Functions of the JCC**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

### **6.5 Composition and Terms of the Project Office**

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JIC Experts and a Project Coordinator assigned by SPREP.

**6.6 Functions of the Project Office**

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

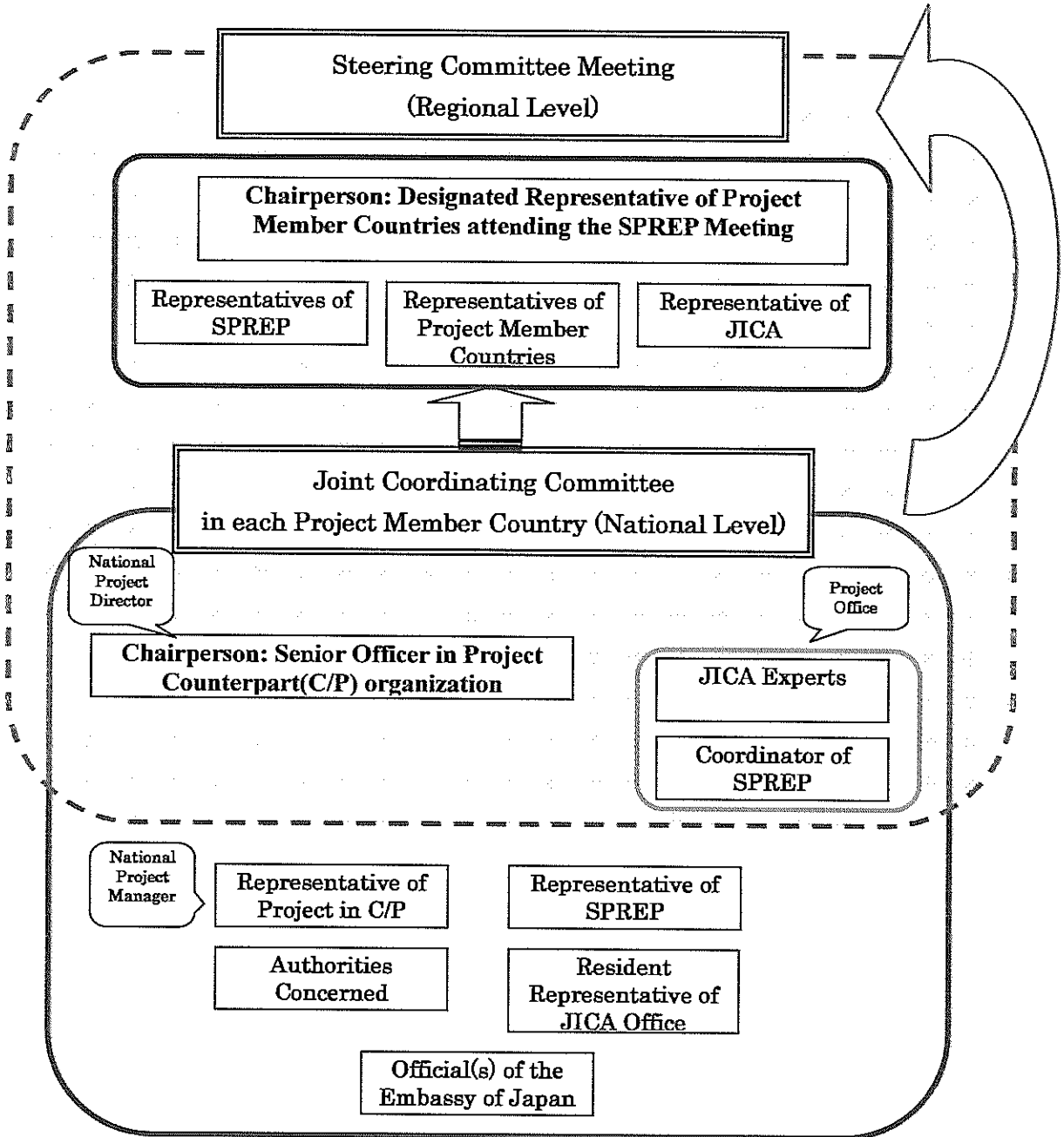
**6.7 Monitoring and Evaluation**

Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

**7. Technical Cooperation**

JICA will extend a package of technical co-operation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical co-operation at the national level therefore will vary from one country to another.

ANNEX-1: Organization Structure



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ANNEX-2: General Activity Plan

- I. Main Activities at the Regional Level (November 2010-October 2015)
  - 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
  
- II. Main Activities at the National Level (November 2010-October 2015)

Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.

  - 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
  
- III. Inputs from Japanese Side
  - 1) Dispatch of JICA Experts to assist in enhancing capacity of Project Member Countries and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Implementation of pilot projects to enhance capacity of the host country and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Effective arrangement of other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.

## Appendix I Regional Cooperative Framework (Draft)

### IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager (National Coordinator) and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

### V. Inputs from SPREP

- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

- END -

**Appendix II Record of Discussions (Draft)**

**(Draft)**  
**RECORD OF DISCUSSIONS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY AND**  
**THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF**  
**FEDERATED STATES OF MICRONESIA**  
**ON JAPANESE TECHNICAL COOPERATION PROJECT**  
**FOR PROMOTION OF REGIONAL INITIATIVE**  
**ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES**  
**(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of Federated States of Micronesia (hereinafter referred to as “Micronesia”) had a series of discussions with respect to desirable measures to be taken by JICA and the Government of Micronesia for the successful implementation of the above-mentioned Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of Micronesia, signed on August 19, 2005 (hereinafter referred to as “the Agreement”), JICA and the Micronesia authorities agreed on the matters referred to in the document attached hereto.

Pohnpei, Micronesia, Date, Month, 2010

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Mr. Naoyoshi Sasaki  
Resident Representative  
Micronesia Office  
Japan International Cooperation Agency  
Japan

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Mr. Andrew R. Yatilman  
Director  
Office of Environment & Emergency  
Management  
Federated States of Micronesia

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Mr. Lorin S. Robert  
Secretary  
Department of Foreign Affairs  
Federated States of Micronesia



## **Appendix II Record of Discussions (Draft)**

### **THE ATTACHED DOCUMENT**

#### **I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF MICRONESIA**

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as “the Project”) is regional cooperation among Pacific Island Countries based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

#### **II. MEASURES TO BE TAKEN BY JICA**

In accordance with the laws and regulations in force in Japan and the provisions of Article II 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 JICA EXPERTS**

JICA will provide the services of the JICA experts as listed in Annex III. The provision of Article III of the Agreement will be applied to the above-mentioned experts.

##### **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 provision of Article III of the Agreement will be applied to the Equipment.

##### **3. TRAINING OF MICRONESIA PERSONNEL IN JAPAN**

JICA will receive and/or dispatch the personnel of the Government of Micronesia connected with the Project for technical training in Japan and/or other countries.

#### **III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF MICRONESIA**

1. The Government of Micronesia 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

## Appendix II Record of Discussions (Draft)

institutions.

2. The Government of Micronesia will ensure that the technologies and knowledge acquired by the Micronesia nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Micronesia.
3. In accordance with the provisions of Article V and VI of the Agreement, the Government of Micronesia will grant in Micronesia privileges, exemptions and benefits to the JICA experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article VII of the Agreement, the Government of Micronesia 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 JICA experts referred to in II-1 above.
5. The Government of Micronesia will take necessary measures to ensure that the knowledge and experience acquired by the Micronesia personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article V-1 of the Agreement, the Government of Micronesia will provide the services of Micronesia counterpart personnel and administrative personnel as listed in Annex V.
7. In accordance with the provision of Article V-1 of the Agreement, the Government of Micronesia will provide the buildings and facilities as listed in Annex VI.
8. In accordance with the laws and regulations in force in Micronesia, the Government of Micronesia will take necessary measures to supply or replace at its own expense 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 under II-2 above.
9. In accordance with the laws and regulations in force in Micronesia, the Government of Micronesia will take necessary measures to meet the running expenses necessary for the implementation of the Project.

### IV. ADMINISTRATION OF THE PROJECT

1. Director of Office of Environment & Emergency Management (OEEM), as the National Project Director, will bear the overall responsibility for the administration and implementation of the



## Appendix II Record of Discussions (Draft)

Project.

2. Manager of Office of Environment & Emergency Management (OEEM), as the National Project Manager, will be responsible for the managerial matters of the Project.
3. Executive Director of Kosrae Island Resources Management Authority and Environmental Protection Agencies in Pohnpei, Chuuk and Yap, as the State Project Manager, will be responsible for the managerial matters of the Project in each state.
4. The Japanese Chief Adviser will provide necessary recommendations and advice to the National Project Director, the National Project Manager and State Project Managers on any matters pertaining to the implementation of the Project.
5. The JICA experts will give necessary technical guidance and advice to Micronesia 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, a Joint Coordinating Committee will be established and whose functions and composition are described in Annex VII.

### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the representatives of Micronesia, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

### VI. CLAIMS AGAINST JICA EXPERTS

In accordance with the provision of Article VI of the Agreement, the Government of Micronesia undertakes to bear claims, if any arises, against the JICA 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 Micronesia except for those arising from the willful misconduct or gross negligence of the JICA experts.

### VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of Micronesia on any major issues arising from, or in connection with this Attached Document.



## **Appendix II Record of Discussions (Draft)**

### **VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Micronesia, the Government of Micronesia will take appropriate measures to make the Project widely known to the people of Micronesia.

### **IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched in Independent State of Samoa where Project office will be located.

<b>ANNEX I</b>	<b>REGIONAL COOPERATIVE FRAMEWORK</b>
<b>ANNEX II</b>	<b>MASTER PLAN</b>
<b>ANNEX III</b>	<b>LIST OF JICA EXPERTS</b>
<b>ANNEX IV</b>	<b>LIST OF MACHINERY AND EQUIPMENT</b>
<b>ANNEX V</b>	<b>LIST OF COUNTERPART PERSONNEL OF MICRONESIA</b>
<b>ANNEX VI</b>	<b>LIST OF LAND, BUILDING AND FACILITIES</b>
<b>ANNEX VII</b>	<b>JOINT COORDINATING COMMITTEE</b>

**Appendix II Record of Discussions (Draft)**

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**

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## Appendix II Record of Discussions (Draft)

### ANNEX II MASTER PLAN

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries
2. Framework of the Project
  - (1) Objective

Overall Goal:  
Sustainable management of solid waste in the Pacific Region is enhanced.

Project Purpose:  
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015).
  - (2) Outputs

Output 1: The NSWMS and SSWMS in FSM are finalized.  
Output 2: Integrated solid waste management is established in Kosrae.  
Output 3: Integrated solid waste management is established in Pohnpei.  
Output 4: Disposal site management is improved in Chuuk.  
Output 5: Integrated solid waste management is established in Yap.
  - (3) Activities
    - 1-1 Hold in-country trainings for general SWM and workshop for making detail plan of operation in each state.
    - 1-2 Finalize the NSWMS for FSM.
    - 1-3 Conduct the survey to collect the data and information of current SWM situation in each state.
    - 1-4 Facilitate the Kosrae state to finalize SSWMS.
    - 1-5 Finalize the SSWMS in Kosrae state.
    - 1-6 Conduct the dissemination workshop for other states to explain the SSWMS of Kosrae state.
    - 1-7 Facilitate three other states to finalize SSWMS.
    - 1-8 Finalize the SSWMS of Pohnpei, Chuuk and Yap states.
    - 1-9 Participate the training/workshop for Micronesian area conducted by Palau.
    - 1-10 Modify the NSWMS and SSWMS based on the result of activities in each state.
    - 1-11 Draft the next NSWMS and SSWMS for the year 2016-2020.
    - 2-1 Development of the action plan of SSWMS for Kosrae.
      - 2-1-1 Prepare the action plan.
      - 2-2-2 Implement the action plan.
    - 2-2 Collection of General waste and Recyclables.
      - 2-2-1 Analyze the current collection fee system for all (4) municipalities.
      - 2-2-2 Identify the issues to improve the current system.
      - 2-2-3 Draft the plan and carry out necessary activities.
      - 2-2-4 Document the reference materials of recyclables to be used by other states.
      - 2-2-5 Hold the dissemination seminar on collection of recyclables to other states.

## Appendix II Record of Discussions (Draft)

### 2-3 Waste Disposal.

- 2-3-1 Conduct the baseline study to grasp the current condition of Lelu landfill.
- 2-3-2 Develop a rehabilitation plan of Lelu landfill.
- 2-3-3 Conduct the rehabilitation of Lelu landfill.
- 2-3-4 Conduct the periodical monitoring of the leachate.

### 2-4 Awareness Raising.

- 2-4-1 Conduct the dissemination workshop to let the community know about the new recycling /redemption plan.
- 2-4-2 Implement the campaign to introduce the beverage container recycling to schools.

### 3-1 Development of the action plan of SSWMS for Pohnpei.

- 3-1-1 Prepare the action plan of SSWMS for Pohnpei.
- 3-1-2 Implement the action plan.

### 3-2 Collection of General Waste.

- 3-2-1 Conduct the baseline study to grasp the current collection system for general waste.
- 3-2-2 Develop an expansion plan of collection for general waste.
- 3-2-3 Prepare the necessary conditions, such as the budget allocation, legal framework, machinery and equipment, etc. in order to implement the expansion plan.
- 3-2-4 Implement the expansion plan to Pohnpei main Island.

### 3-3 Waste Disposal.

- 3-3-1 Review the existing plan for new landfill.
- 3-3-2 Train C/Ps on operation and maintenance for the new landfill by applying Fukuoka method.

### 4-1 Development of the action plan of SSWMS for Chuuk.

- 4-1-1 Prepare the action plan.
- 4-1-2 Implement the action plan.

### 4-2 Waste Disposal.

- 4-2-1 Review the improvement plan for existing disposal site.
- 4-2-2 Draft the recommendation to improve the exiting disposal site.
- 4-2-3 Conduct on-the-job training for operation and maintenance of the disposal site.

### 5-1 Development of the action plan of SSWMS for Yap.

- 5-1-1 Prepare the action plan.
- 5-1-2 Implement the action plan.

### 5-2 Waste Disposal.

- 5-2-1 Review the current plan of construction of landfill by applying Fukuoka method.
- 5-2-2 Train C/Ps on operation and maintenance of landfill by applying Fukuoka method.
- 5-2-3 Operate and maintain the landfill.

### 5-3 Awareness Raising.

- 5-3-1 Promote the understanding of the solid waste management to communities and schools.
- 5-3-2 Implement the segregation of general waste at household level for the main island.
- 5-3-3 Improve awareness of recycling activities and other waste minimization activities including

**Appendix II Record of Discussions (Draft)**

composting, etc.

Note: In case the Master Plan should be changed due to the situation of the Project, JICA and the Government of Micronesia will agree to and confirm the changes by exchanging Minutes of Meetings.





## Appendix II Record of Discussions (Draft)

### ANNEX III LIST OF JICA EXPERTS

#### 1. Japanese Expert

##### 1) Long-term expert (Samoa Base)

Chief Advisor

Project Coordinator / Training Planning

##### 2) Short-term expert

Solid waste management 1

Solid waste management 2

Project Coordinator / Solid waste management

#### 2. Local Expert

Solid waste management

Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.

**Appendix II Record of Discussions (Draft)**

**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.



## Appendix II Record of Discussions (Draft)

### ANNEX V LIST OF COUNTERPART PERSONNEL OF MICRONESIA

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Director	Office of Environment & Emergency Management (OEEM)	All
2.	National Project Manager	Manager	Office of Environment & Emergency Management (OEEM)	Output 1
3.	State Project Manager	Executive Director	Kosrae Island Resources Management Authority	Output 2
4.	State Project Manager	Executive Director	Pohnpei, Environmental Protection Agency	Output 3
5.	State Project Manager	Executive Director	Chuuk, Environmental Protection Agency	Output 4
6.	State Project Manager	Executive Director	Yap, Environmental Protection Agency	Output 5
7.		Director	Kosrae Department of Transportation and Infrastructure	Output 2
8.		Director	Pohnpei Transportation and Infrastructure	Output 3
9.		Director	Chuuk Public Works	Output 4
10.		Director	Yap Public Works & Infrastructure	Output 5

Note:

Counterpart personnel will be added as the need arises for the smooth and effective implementation of the Project.

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## Appendix II Record of Discussions (Draft)

### ANNEX VI LIST OF LAND, BUILDING AND FACILITIES

The following will be prepared by the Government of Micronesia for the implementation of the Project.

1. Office space and necessary infrastructure facilities for installation in Office of Environment & Emergency Management in Pohnpei and Department of Transportation and Infrastructure in Kosrae
2. Offices and basic logistics facilities for the JICA experts
3. Other facilities mutually agreed upon as necessary

## Appendix II Record of Discussions (Draft)

### ANNEX VII JOINT COORDINATING COMMITTEE (JCC)

#### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as “JCC”) will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

#### 2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

##### (1) Chairperson:

Director of Office of Environment & Emergency Management (OEEM)

##### (2) Micronesia side

Executive Director of Kosrae Island Resources Management Authority

Executive Director of Environmental Protection Authority in Pohnpei

Executive Director of Environmental Protection Authority in Chuuk

Executive Director of Environmental Protection Authority in Yap

Director of Kosrae Department of Transportation and Infrastructure

Director of Transportation and Infrastructure in Pohnpei

Director of Public Works in Chuuk

Director of Public Works & Infrastructure in Yap

##### (3) Japanese side

- JICA Expert(s) of the Project

- Representative from JICA Micronesia Office

##### (4) Other member(s)

- Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.

Appendix III M/M for PDM and PO (Draft)

MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
FEDERATED STATES OF MICRONESIA  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)

Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of Federated States of Micronesia (hereinafter referred to as "Micronesia") had a series of discussions for the purpose of working out the details of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

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

Pohnpei, Micronesia Date, Month, 2010

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Mr. Naoyoshi Sasaki  
Resident Representative  
Micronesia Office  
Japan International Cooperation Agency  
Japan

---

Mr. Andrew R. Yatilman  
Director  
Office of Environment & Emergency  
Management  
Federated States of Micronesia

## Appendix III M/M for PDM and PO (Draft)

### THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Micronesia side and JICA on <date>.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

#### 1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

#### 2 Environmental and Social Considerations

JICA explained JICA's environmental and social guidelines, and that it would be applied to the project. The Micronesia side understood the policy of the JICA guidelines and agreed in principle as follows:

- (1) The Micronesia side will follow EIA regulations in Micronesia for project activities at ZZZZ landfill site and take appropriate measures, if necessary. The JICA expert team will provide the technical support to do it.
- (2) The information disclosure such as opening the study report shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (3) In the course of implementation of the Project, public consultation with communities and stakeholders shall be included if necessary.

In view of the Project purpose, both side agreed the Project to follow the laws and regulations in force in Micronesia and the JICA guidelines.

**ANNEX I INTEGRATED REFERENCE MATRIX**

**ANNEX II-1 REGION WIDE PDM**

**ANNEX II-2 REGION WIDE PO**

**ANNEX III-1 PDM (FSM)**

**ANNEX III-2 PO (FSM)**

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Project period: 2011 - 2015 (5 years)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs. [Regional])  2. To be identified thru discussions with each PIC [National]	National performance audit report  Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation. [Regional]  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]  3. Total # of experts/trainers who have fulfilled the requirement in the field of ●●● as skilled people set by SPREP [National]  4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized thru discussions with each PIC [National]	Mid-term review /terminal evaluation of RS2010 report by SPREP  Newsletters, website and other related reports produced by SPREP  SPREP (Regional inventory of skilled people)  Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010				PICs contributing to the RS2010 Implementation	
#	Priorities	Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAs) of PICs		
1	Sustainable Financing		2. Formulate a plan to implement appropriate economic instruments in each PIC	Palau, Tuvalu	
2	Integrated SWM	2-1 3Rs/4Rs	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM(Kosrae), Kiribati, Marshall, Palau, Samoa, Tuvalu	
		2-2 Waste Disposal	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM (all states), Palau, Samoa, Tonga
		2-3 Waste Collection		12. Develop an action plan for improving the waste collection service.	PNG, FSM (Pohnpei), Kiribati, Tonga
3	Legislation		15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT		
4	Awareness/Communication/Education		18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, FSM (Kosrae, Yap), Kiribati, Marshall, Tuvalu	
5	Capacity Building	26. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Samoa	
6	Environmental Monitoring		31. Develop environmental monitoring plan		
7	Policy, Planning, Performance	34. Strengthen regional coordination of solid waste management.	33. Develop national waste management policy, strategy and action plan	PNG, FSM (all states), Tonga	
8	Solid Waste Industry		37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.		
*	Monitoring system of RS2010		Monitoring system of Regional Strategy 2010 is established.	Region-wide	

\*In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.



**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs										
Indicators to the Overall Goal												
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional]	2. To be discussed [National]											
Indicators to the Project Purpose												
1. Level of contributions by the project to the RS2010 implementation [Regional]												
2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]												
	3-1 # of experts(trainers) in the field of 3R listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of collection of recyclables listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts (trainers) in the field of 3R/Sustainable financing are listed in the SPREP inventory	3-1 # of experts(trainers) in the field of semi-aerobic landfill mgt listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●●● listed in the SPREP inventory	
	4-1 Regional training program organized by Fiji is established.	4-1 Technical capacity for sustainable operation is established.	4-1 Volume of recyclables collected by the recyclers is increased by XX %	4-1 Amount of waste disposal at Bouffa landfill is decreased by xx % 4-2 Capacity of landfill management is enhanced	4-1 Collection rate of general waste and recyclables is increased. 4-2 NSWMS and SSWMSs are officially approved.	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste is reduced by XX %	4-1 Recycling rate for beverage container is increased.	4-1 Amount of waste disposal is decreased by XX % 4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established.	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed	
Outputs under the Region-wide project and the project by each PIC												
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM	Kiribati	Marshall Islands	Palau	Samoa	Tonga	Tuvalu
1									1: Beverage container deposit fee program (sustainable financing system) is enhanced.			5: CDL Feasibility study conducted
2-1		1: Follow-up of implementation of national 3R strategy		1: 3R activities are practiced throughout Honiara	1: Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms.	Improvement of Collection of General Waste and Recyclables for Kosrae	1: Household waste, especially organic waste is minimized through establishment and promotion of compost.	2: Recycling system is improved. 3: Composting system is improved.	2: Awareness raising on 3R is enhanced.	1: Waste Minimization is practiced in urban area		1: Operators and workers is enhanced through training/
2-2	2: Waste management options for atoll are studied. 3: Standardized waste audit program is developed.		1: Solid waste disposal facility and operation is improved	2: Waste disposal systems are improved in Honiara and Gizo.	2: Existing waste disposal sites (Bouffa and Lugaville) are improved.	Improvement of Waste disposal for all states			3: Final landfill site is improved.	2: Landfill management capacity at Tafalagata and Vaisata is increased	1: The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method	
2-3			2: Waste collection in Port Moresby is improved			Improvement of Collection of General Waste for Pohnpei	2: Solid waste collection of both BTC and TUC is improved.				2: Solid waste collection service in Vava'u is improved	
3												
4				3: Lessons and experiences learnt are disseminated in Solomon Islands		Strengthening of Awareness Raising for Kosrae and Yap	3: Community awareness is improved.	1: Awareness and environmental education is improved				2: Community awareness is improved. 3: Awareness materials provided and dispatched to public 4: Drafted communication Strategy
5	1: Human capacity of SWM is strengthened through trainings and workshops.	2: Training program of 3R is developed.			3: Capacities for waste management at the national and local government level are enhanced.				4: Training program on 3R / recycling program is developed.	3: Training program on semi-aerobic landfill management is developed.		
6												
7	4: Regional network among PIC countries is strengthened		3: Capacity of planning and monitoring of Solid Waste Management in Port Moresby (National Capital District: NCD) is increased			Finalizing of National SWM Strategy and State SWM Strategy for all states					3: Base for long-term Solid Waste Management is established in Vava'u	
8												
*	5: Regional system to monitor the RS2010-2015 is established.											

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**ANNEX II-1: Project Design Matrix (PDM) - Region-wide**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs\*

Final Beneficiaries: Citizens of all 11 PICs

Project period: Oct. 2010 for 5 years

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Date issued: date/month, 2010

Narrative Summary			Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>					
Sustainable management of solid waste in the Pacific Region is enhanced.			Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>					
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).			1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs			
1	Sustainable Financing				
2-1	3Rs/4Rs				
2-2	Waste Disposal	Output 2: Waste management options for atoll are studied. Output 3: Standardized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP	
2-3	Waste Collection				
3	Legislation				
4	Awareness/Communication/ Education				
5	Capacity Building	Output 1: Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants incountry attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	SPREP	
6	Environmental Monitoring				
7	Policy, Planning, Performance	Output 4: Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP	
8	Solid Waste Industry				
*	Monitoring system of RS2010	Output 5: Regional system to monitor the RS2010-2015 is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP	
Activities			Inputs		
Please see PO for details.			Japanese Side	SPREP	
			Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Loca cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	
			<b>Pre-condition</b>		
			All 11 PICs are committed to the collaboration among them.		

\*In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

# ANNEX II-2 : REGION-WIDE Plan of Operation (PO)

Term: 2010 ~ 2015 (5years)

Outputs and Associated Activities		Indicators for Outputs	Agencies in charge	2010	2011					2012					2013					2014					2015				
				10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	
SCC/Eva	Steering Committee ☆ Evaluation Studies ☆						☆				☆				☆					☆								☆	
<b>OUTPUT 1:</b>	<b>Human capacity on SWM is strengthened through trainings and workshops.</b>	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants incountry attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported.																											
1-1	Eco-island concept		JICA(AFD)																										
1-1-1	Conduct the trainings in Japanon Eco-island concepts										☆											☆							
1-2	3R concept	1-4 # of cases of improved occupational health	SPREP/FIJI/JICA																										
1-2-1	Conduct the sub-regional training/workshop on 3R	<i>* This activity is conducted in collaboration with Fiji CP (their activity No. 2-2) as well as Palau CP (their activity No. 4-3)</i>			☆					☆				☆							☆					☆			
1-2-2	Hold the regional meeting to promote 3R in the Pacific region									☆																			
1-3	semi-aerobic landfills management		SPREP/SAMOA/JICA																										
1-3-1	Conduct sub-regional training/workshop on semi-aerobic landfill management in Samoa or other countries	<i>* This activity is conducted in collaboration with Samoa CP (their activity No. 3-2)</i>							☆				☆									☆					☆		
1-4	Country Attachment Program		SPREP/JICA																										
1-4-1	Develop the country attachment program													☆															
1-4-2	Conduct the country attachment program														☆							☆							
1-5	Occupational health and safety issues		JICA/ILO																										
1-5-1	Investigate and practice the occupational health & safety issues in SWM in collaboration with ILO				☆																								
1-5-2	Conduct a study on solid waste management practices from the occupational health & safety view point					☆																							
1-5-3	Conduct the training/workshop to share the lessons on occupational health & safety issue on SWM																												
<b>OUTPUT 2:</b>	<b>Waste management options for atoll are studied</b>	2-1 # of conceptual plans developed	SPREP/JICA																										
2-1	Review the current practice on waste management options																												
2-2	Develop a draft conceptual plan for atoll islands																												
<b>OUTPUT 3:</b>	<b>Standardized waste audit program is developed</b>	3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP																										
3-1	Review the currently available materials																												
3-2	Develop a draft program on waste audit																												
3-3	Disseminate the draft program throughout the Region																												
<b>OUTPUT 4:</b>	<b>Regional network among PIC countries is strengthened</b>	4-1 J-PRISM page is developed 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP																										
4-1	Develop the page in the SPREP web-site																												
4-2	Issue the Newsletter on SWM twice a year with contribution from 2 PICs					☆		☆		☆		☆		☆		☆		☆		☆		☆		☆		☆		☆	
4-3	Develop and maintain the project map on SWM																												
4-4	Facilitate the donor coordination through regular meeting at least once a year. (EU, AusAID, NZAID, France, USAID, China, Japan, ADB, UNDP, GEF, UNEP, etc.)							☆				☆			☆					☆			☆				☆		
<b>OUTPUT 5:</b>	<b>Regional system to monitor the RS2010-2015 is established</b>	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP																										
5-1	Form the taskforce (sub-regional group)to monitor the progress of implementation of RS2010 semi-annually																												
5-2	Conduct the review of the RS2010-2015 (at the time of mid-term / terminal evaluation of J-PRISM)																												

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**ANNEX III-1: Project Design Matrix (PDM) - FSM (States of Kosrae, Pohnpei, Chuuk and Yap)**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group : C/Ps of OEEM, KIRMA & DT&I (Kosrae), EPA & T&I (Pohnpei), EPA &PW (Chuuk), EPA & PW&I(Yap)

Final Beneficiaries: Citizens of FSM

Project period:Jan. 2011 - Dec. 2015 (5 years)

Implementing Agency: OEEM, KIRMA & DT&I (Kosrae), EPA & T&I (Pohnpei), EPA &PW (Chuuk), EPA & PW&I (Yap)

Target Area: FSM

Date issued: Month / Date, 2010

Narrative Summary				Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>						
Sustainable management of solid waste in the Pacific Region is enhanced				1.To be discussed	To be advised	
<b>Project Purpose</b>						
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)				1. # of experts (Trainers) in the field of collection of recyclables listed in the SPREP inventory 2 Collection rate of general waste and recyclables is increased. 3. NSWMS and SSWMSs are officially approved.	SPREP (inventory of skilled people)  OEEM/ State Government  OEEM/ State Government	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP
#	Priorities under RS2010	State	Outputs / Sub-outputs	For the indicators for each Output, please see ANNEX III-2 Plan of Operation.		
1	Sustainable Financing					
2-1	3Rs/4Rs	Kosrae	2-2 Improvement of Collection of General Wastes and Recyclables			
2-2	Waste Disposal	Kosrae Pohnpei Chuuk Yap	2-3 Improvement of Waste Disposal 3-3 Improvement of Waste Disposal 4-2 Improvement of Waste Disposal 5-2 Improvement of Waste Disposal			
2-3	Waste Collection	Pohnpei	3-2 Improvement of Collection of General Waste			
3	Legislation					
4	Awareness/Communication /Education	Kosrae Yap	2-4 Strengthening of Awareness Raising 5-3 Strengthening of Awareness Raising			
5	Capacity Building					
6	Environmental Monitoring					
7	Policy, Planning, Performance	All Kosrae Pohnpei Chuuk Yap	1. The NSWMS and SSWMS in FSM are finalized. 2-1 Development of the action plan of SSWMS for Kosrae 3-1 Development of the action plan of SSWMS for Pohnpei 4-1 Development of the action plan of SSWMS for Chuuk 5-1 Development of the action plan of SSWMS for Yap			
8	Solid Waste Industry					
*	Monitoring system of RS2010					
Activities				Inputs		
Please see PO for details.				Japanese Side	FSM side	1.Counterpart personnel keep working in the field of SWM.  2.Necessary budget to carry out activities is allocated from the government.
				Dispatch of JICA experts  Provision of Regional, sub-regional and in-country workshops / training Local cost support	Assignment of National PD/PM, State PM and CPs Local Costs Sharing Provision of necessary land/facility, Work space	<b>Pre-condition</b>  Cooperation of community people of the target area is obtained.

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**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE REPUBLIC OF KIRIBATI  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT FOR  
PROMOTION OF REGIONAL INITIATIVE ON  
SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) has dispatched the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Shiro Amano to the Republic of Kiribati on August 17 and 18, 2010 for the purpose of preparation of the technical cooperation regarding the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as “the Project”).

During its stay in Kiribati, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Kiribati authorities concerned.

As a result of discussions, both sides agreed to recommend to their respective governments the matters referred to in the document attached hereto.

Tarawa, August 18, 2010



Mr. Shiro Amano  
Leader,  
Detailed Planning Survey Team,  
Japan International Cooperation  
Agency  
Japan



Ms Teboranga Tioti  
Deputy Secretary  
Ministry of Environment, Lands and  
Agriculture Development  
Republic of Kiribati

## ATTACHED DOCUMENT

### **1. Integration of requests**

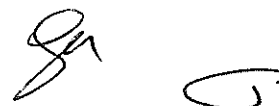
In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### **2. Title of the Project**

Kiribati side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for **J**apanese Technical Cooperation Project for **P**romotion of **R**egional **I**nitiative on **S**olid Waste **M**anagement in Pacific Island Countries.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a stylized, cursive 'J' followed by a flourish. The second signature is a simple, rounded 'G'.



### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as “R/D”), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Kiribati side, the R/D will be finalized and signed by JICA Fiji office and the Kiribati authorities concerned. The R/D includes the draft of Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document will be approved by representatives of fourteen (14) PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was a draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Kiribati authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

JICA side explained that Project Design Matrix (hereinafter referred to as “PDM”) and Plan of Operation (hereinafter referred to as “PO”) are to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

The duration of the Project would be five (5) years from the date when the first expert(s) arrives in the Pacific Region.

### **6. Other relevant Issues**

- 1) The Kiribati side requested JICA to re-consider possibility of assistance in improving landfill facility and management which were also included in the original request to the Government of Japan.
- 2) The Kiribati side seeks opportunity to have JICA volunteers in the field of environmental education and/or solid waste management in possible collaboration with the Project.

Appendix I	Regional Cooperative Framework
Appendix II	Draft of Record of Discussions
Appendix III	Draft M/M for PDM and PO



**REGIONAL COOPERATIVE FRAMEWORK  
OF  
THE JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA**

The Cooperative Framework of the Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as “the Project”) is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

**For SPREP**

**For JICA**

---

Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

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Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**

**For Republic of Fiji Islands**

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**Appendix I Regional Cooperative Framework (Draft)**

**For Republic of Marshall Islands**

**For Federated States of Micronesia**

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**For Republic of Kiribati**

**For Niue**

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Hon. Amberoti Nikora  
Minister of Environment, Lands  
and Agriculture Development

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**For Republic of Nauru**

**For Independent State of Papua  
New Guinea**

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**For Republic of Palau**

**For Independent State of Samoa**

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Hon. Faumuina Tiatia Liuga  
Minister of Natural Resources and  
Environment



# Appendix I Regional Cooperative Framework (Draft)

**For Solomon Islands**

**For Kingdom of Tonga**

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**For Tuvalu**

**For Republic of Vanuatu**

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## Attachment

### 1. Background

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Japanese Government pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.

## Appendix I Regional Cooperative Framework (Draft)

### 2. Integration of Requests for Technical Cooperation

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### 3. Title of the Project

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

### 4. Objectives

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.

**5. Master Plan of the Project**

The Project will be implemented in accordance with the Master Plan:

1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

**6. Structure of the Project**

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

**6.1 Composition and Terms of the Steering Committee Members**

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members

and official representatives present in the Meeting.

## **6.2 Functions of the Steering Committee**

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

## **6.3 Composition and Terms of the Joint Coordinating Committee**

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (Project Director and Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

## **6.4 Functions of the JCC**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

## **6.5 Composition and Terms of the Project Office**

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.



### 6.6 Functions of the Project Office

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

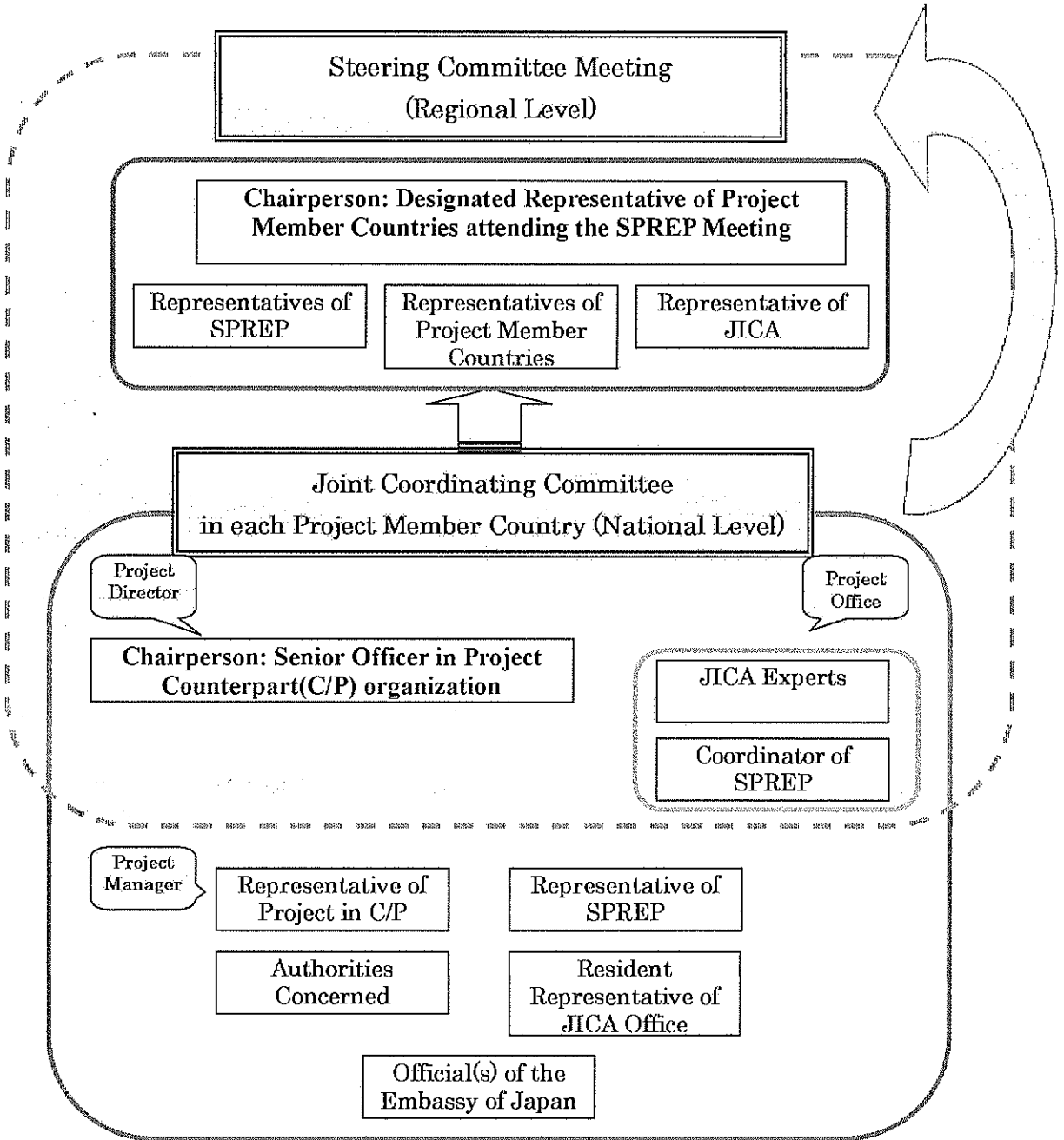
### 6.7 Monitoring and Evaluation

Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

### 7. Technical Cooperation

JICA will extend a package of technical co-operation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical co-operation at the national level therefore will vary from one country to another.

ANNEX-1: Organization Structure



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**ANNEX-2: General Activity Plan**

- I. Main Activities at the Regional Level (November 2010-October 2015)
  - 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
  
- II. Main Activities at the National Level (November 2010-October 2015)

Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.

  - 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
  
- III. Inputs from Japanese Side
  - 1) Dispatch of JICA Experts to assist in enhancing capacity of the host country and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Implementation of pilot projects to enhance capacity of the host country and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Effective arrangement of other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.

## Appendix I Regional Cooperative Framework (Draft)

### IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager (National Coordinator) and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

### V. Inputs from SPREP

- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

- END -

**(DRAFT)**  
**RECORD OF DISCUSSIONS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**  
**AND**  
**AUTHORITIES CONCERNED OF**  
**THE GOVERNMENT OF THE REPUBLIC OF KIRIBATI**  
**ON**  
**JAPANESE TECHNICAL COOPERATION PROJECT FOR**  
**PROMOTION OF REGIONAL INITIATIVE ON**  
**SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES**  
**(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of the Republic of Kiribati (hereinafter referred to as “the Kiribati side”) had a series of discussions with respect to desirable measures to be taken by JICA and the Government of Kiribati for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Kiribati side and JICA agreed to recommend to their respective governments the matters referred to in the document attached hereto.

Tarawa, Kiribati, *date month* 2010

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Mr. Juichiro Sasaki  
Resident Representative,  
Fiji Office,  
Japan International Cooperation Agency  
Japan

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Ms Tarsu Murdoch  
Secretary  
Ministry of Environment, Lands and Agriculture  
Development  
Republic of Kiribati

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF KIRIBATI

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as “the Project”) is regional cooperation among Pacific Island Countries (PICs) based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

### II. MEASURES TO BE TAKEN BY JICA

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 of Japan.

1. DISPATCH OF JICA EXPERTS  
JICA will provide the services of the JICA 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 Kiribati upon being delivered C.I.F. (cost, insurance and freight) to the Kiribati authorities concerned at the ports and/or airports of disembarkation.
3. TRAINING OF KIRIBATI PERSONNEL IN JAPAN  
JICA will receive the Kiribati personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF KIRIBATI

1. The Government of Kiribati 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.

2. The Government of Kiribati will ensure that the technologies and knowledge acquired by the Kiribati nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Kiribati.
3. The Government of Kiribati will grant in Kiribati privileges, exemptions and benefits as listed in Annex V and will grant privileges, exemptions and benefits no less favorable than those granted to experts of third countries or international organizations performing similar missions to the JICA experts referred to in II-1 above and their families.
4. The Government of Kiribati will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the JICA experts referred to in Annex III.
5. The Government of Kiribati will take necessary measures to ensure that the knowledge and experience acquired by the Kiribati personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in Kiribati, the Government of Kiribati will take necessary measures to provide at its own expense:
  - (1) Services of the Kiribati counterpart personnel and administrative personnel as listed in Annex VI;
  - (2) Land, buildings and facilities as listed in Annex VII;
  - (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 under II-2 above ;
  - (4) Means of transport and travel allowances for the JICA experts for official travel within Kiribati; and
  - (5) Suitably furnished accommodation for the JICA experts and their families.
7. In accordance with the laws and regulations in force in Kiribati, the Government of Kiribati will take necessary measures to meet:

- (1) Expenses necessary for transportation within Kiribati of 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 Kiribati on the Equipment referred to in II-2 above; and
- (3) Running expenses necessary for the implementation of the Project.

#### **IV. ADMINISTRATION OF THE PROJECT**

1. Secretary, Ministry of Environment, Lands and Agriculture Development, as the National Project Director, will bear the responsibility for the administration and implementation of the Project.
2. Director, Environment and Conservation Division, as the National Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the National Project Director and the National Project Managers on any matters pertaining to the implementation of the Project.
4. The JICA experts will give necessary technical guidance and advice to the Kiribati counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VIII.

#### **V. JOINT EVALUATION**

Evaluation of the Project will be conducted jointly by the representatives of Kiribati, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.



**VI. CLAIMS AGAINST JICA EXPERTS**

The Government of Kiribati undertakes to bear claims, if any arises, against the JICA 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 Kiribati except for those arising from the willful misconduct or gross negligence of the JICA experts.

**VII. MUTUAL CONSULTATION**

There will be mutual consultation between JICA and the Government of Kiribati on any major issues arising from, or in connection with this Attached Document.

**VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Kiribati, the Government of Kiribati will take appropriate measures to make the Project widely known to the people of Kiribati.

**IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched in the Pacific Region.

ANNEX I	REGIONAL COOPETATIVE FRAMEWORK
ANNEX II	MASTER PLAN
ANNEX III	LIST OF JICA EXPERTS
ANNEX IV	LIST OF MACHINERY AND EQUIPMENT
ANNEX V	PRIVILEGES, EXEMPTION AND BENEFITS FOR JICA EXPERT
ANNEX VI	LIST OF COUNTERPART PERSONNEL OF KIRIBATI
ANNEX VII	LIST OF LAND, BUILDING AND FACILITIES
ANNEX VIII	JOINT COORDINATING COMMITTEE

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**

**ANNEX II MASTER PLAN**

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries

2. Framework of the Project

(1) Objective

Overall Goal:

Sustainable management of solid waste in the Pacific Region is enhanced

Project Purpose:

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

(2) Outputs

Output 1: Household waste, especially organic waste is minimized through establishment and promotion of compost

Output 2: Solid Waste Collection of both BTC and TUC is improved.

Output 3: Community awareness on solid waste is improved.

(3) Activities

1-1 Develop a work plan for the baseline survey

1-2 Conduct baseline survey including study on household waste streams

1-3 Provide waste storage systems both organic and inorganic wastes for collection by the councils

1-4 Public education and environment awareness program on making compost and home gardens

1-5 Train communities on composting and home gardening

1-6 Promote review and enforce shopping bags regulation

2-1 Develop an effective and separate collection plan for organic and inorganic waste

2-2 Train waste collectors with effective ways and means to collect waste, through healthy and safety measures

2-3 Develop the new method, such as collecting household waste using honking call, notifying communities to discharge household waste according to the designated collection schedule, etc

2-4 Develop a waste collection monitoring plan

2-5 Conduct workshop to improve community awareness on waste collection schedule and new waste collection initiatives

3-1 Prepare educational materials for disseminating experience throughout South Tarawa

Appendix II Draft of Record of Discussions

3-2 Implement the environment communication strategy in terms of solid waste

3-3 Conduct the workshop to disseminate the lessons and experiences learnt

Note: In case the Master Plan should be changed due to the situation of the Project, JICA and the Government of Kiribati will agree to and confirm the changes by exchanging minutes of meetings.

**ANNEX III LIST OF JICA EXPERTS**

1. Japanese Expert

1) Long-term expert (Samoa Base)

Chief Advisor

Project Coordinator / Training Planning

2) Short-term expert

Solid waste management 1

Solid waste management 2

Project Coordinator / Solid waste management

2. Local Expert

Solid waste management

Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.

**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

1. Shredder for organic waste
2. Provision of other equipment/materials will be considered if necessity arises, but will be subject to availability of budget.

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.

**ANNEX V PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JICA EXPERTS**

1. To exempt from income tax and the other charges of any kind imposed on or in connection with the living allowances remitted for the JICA experts.
2. To exempt from internal tax, custom duties and any other charges imposed on personal household effects of the JICA experts and their families, including one motor vehicle per expert.
3. To use all its available means to provide medical and other necessary assistance to the JICA experts and their families.
4. To issue identification cards to the JICA experts and their families to secure the cooperation of all governmental organizations necessary for the performance of the duties of the experts.
5. To exempt from customs duties for import and export and internal tax of machinery and equipment purchased by the JICA experts in connection with the Project activities.

**ANNEX V I LIST OF COUNTERPART PERSONNEL OF KIRIBATI**

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Secretary	Ministry of Environment, Lands and Agriculture Development	All
2.	National Project Manager	Director	Environment and Conservation Division, MELAD	All
3.	Counterpart	Pollution Control Officer	Environment and Conservation Division, MELAD	All
4.	Counterpart	Environment Inspector 1	Environment and Conservation Division, MELAD	1 & 2
5.	Counterpart	Acting Environment Inspector 1	Environment and Conservation Division, MELAD	1 & 2
6.	Counterpart	Acting Environment Inspector 2	Environment and Conservation Division, MELAD	2 & 3
7.	Counterpart	Acting Environment Inspector 3	Environment and Conservation Division, MELAD	3
8.	Counterpart	Assistant Pollution Control Officer	Environment and Conservation Division, MELAD	1 & 2



**ANNEX VII LIST OF LAND, BUILDINGS AND FACILITIES**

1. Land, buildings and facilities necessary for the Project
2. Room space and necessary infrastructure facilities for installation and storage of the equipment
3. Offices and basic logistics facilities for the JICA experts
4. Other facilities mutually agreed upon as necessary

## ANNEX VIII JOINT COORDINATING COMMITTEE

### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

### 2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

- (1) Chairperson: Secretary, Ministry of Environment, Lands and Agriculture Development,
- (2) Kiribati side:
  - Project Manager
  - Counterparts
  - Betio Town Council
  - Tarawa Urban Council
  - Ministry of Internal and Social Affairs
- (3) Japanese side:
  - JICA Expert(s) of the Project
  - (JICA representative)
- (4) Other member(s)
  - Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.

**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF REPUBLIC OF KIRIBATI  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE ON  
SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES (J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of Republic of Kiribati (hereinafter referred to as “the Kiribati side”) had a series of discussions for the implementation of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

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

Tarawa, Kiribati Date, Month, 2010

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Mr. Juichiro Sasaki  
Resident Representative,  
Fiji Office,  
Japan International Cooperation Agency  
Japan

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Ms Tarsu Murdoch  
Secretary  
Ministry of Environment, Lands and  
Agriculture Development  
Republic of Kiribati

## Appendix III Draft M/M for PDM and PO

### THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Kiribati side and JICA on <date>.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

#### 1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

#### 2 Environmental and Social Considerations

JICA explained JICA's environmental and social guidelines, and that it would be applied to the project. The Kiribati side understood the policy of the JICA guidelines and agreed in principle as follows:

- (1) The Kiribati side will follow EIA regulations in Kiribati for project activities and take appropriate measures, if necessary. The JICA expert team will provide the technical support to do it.
- (2) The information disclosure such as opening the study report shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (3) In the course of implementation of the Project, public consultation with communities and stakeholders shall be included if necessary.

In view of the Project purpose, both side agreed the Project to follow the laws and regulations in force in Kiribati and the JICA guidelines.

ANNEX I	INTEGRATED REFERENCE MATRIX
ANNEX II-1	REGION-WIDE PDM
ANNEX II-2	REGION-WIDE PO
ANNEX III-1	PDM (KIRIBATI)
ANNEX III-2	PO (KIRIBATI)



**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Project period: 2011 - 2015 (5 years)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs [Regional]) 2. To be identified thru discussions with each PIC [National]	National performance audit report Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation. [Regional] 2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional] 3. Total # of experts/trainers who have fulfilled the requirement in the field of ●●● as skilled people set by SPREP [National] 4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized thru discussions with each PIC [National]	Mid-term review /terminal evaluation of RS2101 report by SPREP Newsletters, website and other related reports produced by SPREP SPREP (Regional inventory of skilled people) Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP. 2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010				PICs contributing to the RS2010 implementation
#	Priorities	Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAs) of PICs	
1	Sustainable Financing		2. Formulate a plan to implement appropriate economic instruments in each PIC	FSM, Palau, Tuvalu
2	Integrated SWM	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM, Kiribati, Marshall, Palau, Samoa, Tuvalu
			8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM, Palau, Samoa, Tonga
			12. Develop an action plan for improving the waste collection service.	PNG, FSM, Kiribati, Tonga
3	Legislation		15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT	FSM
4	Awareness/Communication/Education		18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, Kiribati, Marshall, Tuvalu
5	Capacity Building	26. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Samoa
6	Environmental Monitoring		31. Develop environmental monitoring plan	
7	Policy/Planning, Performance	34. Strengthen regional coordination of solid waste management	33. Develop national waste management policy, strategy and action plan	PNG, Tonga
8	Solid Waste Industry		37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.	
*	Monitoring system of RS2010		Monitoring system of Regional Strategy 2010 is established	Region-wide

※ In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

30

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs										
Indicators to the Overall Goal												
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional]		2. To be discussed [Nabnoal]										
Indicators to the Project Purpose												
1. Level of contributions by the project to the RS2010 implementation [Regional]												
2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]												
		3-1 # of experts/trainers in the field of 3R listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of semi-aerobic landfill mgt listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory
		4-1 Regional training program organized by Fiji is established	4-1 Technical capacity for sustainable operation is established	4-1 Volume of recyclables collected by the recycler is increased by XX %	4-1 Amount of waste disposal of Bouffa landfill is decreased by xx % 4-2 Capacity of landfill management is enhanced	4-1 To be discussed	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste is reduced by XX %	4-1 To be discussed	4-1 Amount of waste disposal is decreased by XX % 4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed
Outputs under the Region-wide project and the project by each PIC												
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM K.Korose, P.Pohnpei, C.Chuk	Kiribati	Marshall Islands	Palau	Samoa	Tonga	Tuvalu
1						R2 Assessment of economic instruments for minimization of plastic waste			2. Sustainable financing system is established			5. ODL Feasibility study conducted
2-1		1 Follow-up of implementation of national 3R strategy		1. 3R activities are practiced throughout Honua	1. Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms	R2 Development of waste reduce and recycling program C2 Implement 3R study activities	1. Household waste, especially organic waste is minimized through establishment and promotion	2. Recycling system is improved 3. Composting system is improved	1. Follow-up of implementation of NSWMP on 3R	1. Waste Minimization is practiced in urban area		1. Operators and workers is enhanced through training
2-2	2. Waste management options for sites are studied 3. Standardized waste audit program is developed		1. Solid waste disposal facility and operation is improved	2. Waste disposal systems are improved in Honua and Gizo	2. Existing waste disposal sites (Bouffa and Lugavite) are improved	R3 Improvement of LF operation P3 Design of sanitary LF closure of existing dump site C3 Construction of Fubuka method LF			3. Planning of long-term waste disposal system including a new national landfill and closure of M. Deek landfill	2. Landfill management capacity of Tafafala and Vakaala is increased	1. The existing solid waste disposal facility and operation in Vavatu is improved using the Semi-aerobic Method	
2-3			2. Waste collection in Port Moresby is improved			R1 Improvement of Waste Collection P1 Study of alternative collection system C1 Implementation of collection system	2. Solid waste collection of both BTC and TUC is improved				2. Solid waste collection service in Vavatu is improved	
3						C4 Legislation of isolation on imports						
4				3. Lessons and experiences learnt are disseminated in Solomon Islands			3. Community awareness is improved	1. Awareness and environmental education is improved				2. Community awareness is improved 3. Awareness materials provided and dispatched to public 4. Drafted communication Strategy
5	1. Human capacity of SWM is strengthened through trainings and workshops	2. Training program of 3R is developed			3. Capacities for waste management at the national and local government level are enhanced					3. Training program on semi-aerobic landfill management is developed		
6												
7	4. Regional network among PIC countries is strengthened		3. Capacity of planning and monitoring of Solid Waste Management in Port Moresby @National Capital District (NCD) is enhanced								3. Base for long term Solid Waste Management is established in Vavatu	
8												
*	5. Regional system to monitor the RS2010-2015 is established											

31

ANNEX II-1: Project Design Matrix (PDM) - Region-wide

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Project period: Oct. 2010 for 5 years

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Date issued: date/month, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced.		Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).		1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs			
2-2	Waste Disposal	Output 2: Waste management options for atoll are studied. Output 3: Standardized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP
2-3	Waste Collection			
3	Legislation			
4	Awareness/Communication/ Education			
5	Capacity Building	Output 1: Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in country attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	SPREP
6	Environmental Monitoring			
7	Policy, Planning, Performance	Output 4: Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP
8	Solid Waste Industry			
	Monitoring system of RS2010	Output 5: Regional system to monitor the RS2010-2015 is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP
<b>Activities</b>		<b>Inputs</b>		
Please see PO for details.		Japanese Side	SPREP	
		Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Local cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	<b>Pre-condition</b>
		All 11 PICs are committed to the collaboration among them.		

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

32

ANNEX II-2 : REGION-WIDE Plan of Operation (PO)

Term: 2010 ~ 2015 (5years)

Outputs and Associated Activities		Indicators for Outputs	Agencies in charge	2010	2011					2012					2013					2014					2015				
				10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	
SOC/Eva	Steering Committee ☆						☆				☆				☆				☆						☆				
	Evaluation Studies ☆											☆														☆			
OUTPUT 1:	Human capacity on SWM is strengthened through trainings and workshops.	1-1. # of workshops/trainings conducted, # of participants, # of countries participated, # of participants incountry attachment programme. 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health																											
1-1	Eco-island concept		JICA(AFD)																										
1-1-1	Conduct the trainings in Japan Eco-island concepts									☆															☆				
1-2	3R concept		SPREP/FIJI/JICA																										
1-2-1	Conduct the sub-regional training/workshop on 3R	* This activity is conducted in collaboration with Fiji CP (their activity No. 2.2)			☆					☆				☆											☆				
1-2-2	Hold the regional meeting to promote 3R in the Pacific region									☆																			
1-3	semi-aerobic landfills management		SPREP/SAMOA/JICA																										
1-3-1	Conduct sub-regional training/workshop on semi-aerobic landfill management in Samoa or other countries	* This activity is conducted in collaboration with Samoa CP (their activity No. 3.2)									☆			☆											☆		☆		
1-4	Country Attachment Program		SPREP/JICA																										
1-4-1	Develop the country attachment program																												
1-4-2	Conduct the country attachment program																												
1-5	Occupational health and safety issues		JICA/ILO																										
1-5-1	Investigate and practice the occupational health & safety issues in SWM in collaboration with ILO				☆																								
1-5-2	Conduct a study on solid waste management practices from the occupational health & safety view point					☆																							
1-5-3	Conduct the training/workshop to share the lessons on occupational health & safety issue on SWM																												
OUTPUT 2:	Waste management options for atoll are studied	2-1 # of conceptual plans developed	SPREP/JICA																										
2-1	Review the current practice on waste management options																												
2-2	Develop a draft conceptual plan for atoll islands																												
OUTPUT 3:	Standardized waste audit program is developed	3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP																										
3-1	Review the currently available materials																												
3-2	Develop a draft program on waste audit																												
3-3	Disseminate the draft program throughout the Region																												
OUTPUT 4:	Regional network among PIC countries is strengthened	4-1 J-PRISM page is developed 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP																										
4-1	Develop the page in the SPREP web-site																												
4-2	Issue the Newsletter on SWM twice a year with contribution from 2 PICs																												
4-3	Develop and maintain the project map on SWM																												
4-4	Facilitate the donor coordination through regular meeting at least once a year. (EU, AusAID, NZAID, France, USAID, China, Japan, ADB, UNDP, GEF, UNEP, etc.)																												
OUTPUT 5:	Regional system to monitor the RS2010-2015 is established	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP																										
5-1	Form the taskforce (sub-regional group) to monitor the progress of implementation of RS2010 semi-annually																												
5-2	Conduct the review of the RS2010-2015 (at the time of mid-term / terminal evaluation of J-PRISM)																												

33



**ANNEX III-1: Project Design Matrix (PDM) - Kiribati**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of Ministry of Environment, Lands and Agriculture Development Final Beneficiaries: Citizens of Kiribati

Project period: ●●, 2011 - ●●, 2015 (5 years)

Implementing Agency: Ministry of Environment, Lands and Agriculture Development Target Area: The Republic of Kiribati (Tarawa)

Date issued: Month / Date, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
#REF!		1.To be discussed	To be advised	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)		1. # of experts (Trainers) in the field of ●● listed in the SPREP inventory 2. Volume of disposal waste (especially organic waste) is reduced by ●●%	SPREP (Regional inventory of skilled people) Waste Audit (baseline survey)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP. 2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing	<b>Output1:</b> Household waste, especially organic waste is minimized through establishment and promotion of compost  <b>Output 2:</b> Solid Waste Collection of both BTC and TUC is improved.  <b>Output 3:</b> Community awareness on solid waste is improved.		
2-1	3Rs/4Rs			
2-2	Waste Disposal			
2-3	Waste Collection			
3	Legislation			
4	Awareness/Communication/ Education			
5	Capacity Building			
6	Environmental Monitoring			
7	Policy, Planning, Performance			
8	Solid Waste Industry			
*	Monitoring system of PS2010			
		Activities	Inputs	
Please see PO for details.		Japanese Side Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Local cost support	Kiribati side Assignment of National PD/PM and CPs Local Costs Sharing Provision of necessary land/facility, work space	1.Counterpart personnel keep working in the field of SWM. 2. Disasters, such storms will not drastically affect the progress of project activities. 3. Necessary budget to carry out activities is allocated from the government.
				<b>Pre-condition</b>
				Cooperation of community people of the target area is obtained.

34



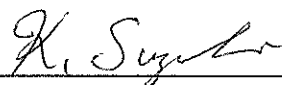
**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
REPUBLIC OF THE MARSHALL ISLANDS  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Kazuya Suzuki to Republic of the Marshall Islands (hereinafter referred to as "Marshall") from August 26 to August 27, 2010 for the purpose of preparation of the technical cooperation regarding Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as "the Project").

During its stay in Marshall, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Marshall authorities concerned.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Majuro, Marshall August 27, 2010



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Mr. Kazuya Suzuki  
Leader  
Detailed Planning Survey Team  
Japan International Cooperation  
Agency  
Japan



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Mr. Smith Ysawa  
Secretary  
Ministry of Public Works  
Republic of the Marshall Islands

## ATTACHED DOCUMENT

### **1. Integration of requests**

In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of the Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### **2. Title of the Project**

Marshall side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

*M*

*[Signature]*

### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as "R/D"), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Marshall side, the R/D will be finalized and signed by JICA Marshall office and the Marshall authorities concerned. The R/D includes the draft of Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document will be approved by representatives of fourteen (14) PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Marshall authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

The team explained that Project Design Matrix (hereinafter referred to as "PDM") and Plan of Operation (hereinafter referred to as "PO") is to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

The duration of the Project would be five (5) years from the date when the expert(s) arrives in Independent State of Samoa where Project office will be located.

### **6. Other relevant Issues**

#### 1) National Solid Waste Management Strategy

The team emphasized that finalization of National Solid Waste Management Strategy (NSWMS) is essential for commencement of the Project. Marshall side agreed that NSWMS will be finalized by the end of 2010.

#### 2) Collaboration with stakeholders

Both sides confirmed that Ministry of Public Works makes necessary coordination among stakeholders for smooth implementation of the Project such as Ministry of Education for output 3 and 4, Ministry of Resources and Development for output 4 and



Ministry of Health for output 5, etc.

3) Counterpart list and Joint Coordinating Committee (JCC)

Marshall side explained that Counterpart list and JCC members which are mentioned on Annex VI and Annex VIII of Appendix II are tentative. Marshall side will finalize those members by the end of October 2010 and inform these to JICA Marshall Office by letter.

Appendix I Regional Cooperative Framework (Draft)

Appendix II Record of Discussions (Draft)

Appendix III M/M for PDM and PO (Draft)

Handwritten initials or signature consisting of a stylized 'P' and a vertical line with a horizontal crossbar.

**REGIONAL COOPERATIVE FRAMEWORK  
OF  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA**

The Cooperative Framework of Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as “the Project”) is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

**For SPREP**

**For JICA**

\_\_\_\_\_  
Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

\_\_\_\_\_  
Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**

**For Republic of the Fiji Islands**

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*M* *[Signature]*

**Appendix I      Regional Cooperative Framework (Draft)**

**For Republic of the Marshall Islands**

**For Federated States of Micronesia**

\_\_\_\_\_  
Mr. Hon. Ruben R. Zackhras  
Minister on Assistance to the President

\_\_\_\_\_  
Mr. Andrew R. Yatilman  
Director,  
Office of Environment & Emergency  
Management

**For Republic of Kiribati**

**For Niue**

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**For Republic of Nauru**

**For Independent State of Papua  
New Guinea**

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\_\_\_\_\_  
Dr. Wari Iamo  
Secretary,  
Department of Environment and  
Conservation

**For Republic of Palau**

**For Independent State of Samoa**

\_\_\_\_\_  
Mr. Calvin Ikesiil  
Manager,  
Solid Waste Management Office, Bureau  
of Public Works, Ministry of Public  
Infrastructure, Industries and Commerce

\_\_\_\_\_  
Mr. Hon. Faumuina Tiatia Liuga  
Minister,  
Natural Resources and Environment





**Appendix I Regional Cooperative Framework (Draft)**

**For Solomon Islands**

**For Kingdom of Tonga**

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Mr. Hon. Ma'afu Tukui'aulahi  
Minister,  
Ministry of Environment and Climate  
Change

**For Tuvalu**

**For Republic of Vanuatu**

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**Attachment**

**1. Background**

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Government of Japan pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.



**2. Integration of Requests for Technical Cooperation**

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

**3. Title of the Project**

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

**4. Objectives**

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.

**5. Master Plan of the Project**

The Project will be implemented in accordance with the Master Plan:

1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

**6. Structure of the Project**

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

**6.1 Composition and Terms of the Steering Committee Members**

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members

and official representatives present in the meeting.

## **6.2 Functions of the Steering Committee**

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

## **6.3 Composition and Terms of the Joint Coordinating Committee**

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (National Project Director and National Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

## **6.4 Functions of the JCC**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

## **6.5 Composition and Terms of the Project Office**

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

**6.6 Functions of the Project Office**

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

**6.7 Monitoring and Evaluation**

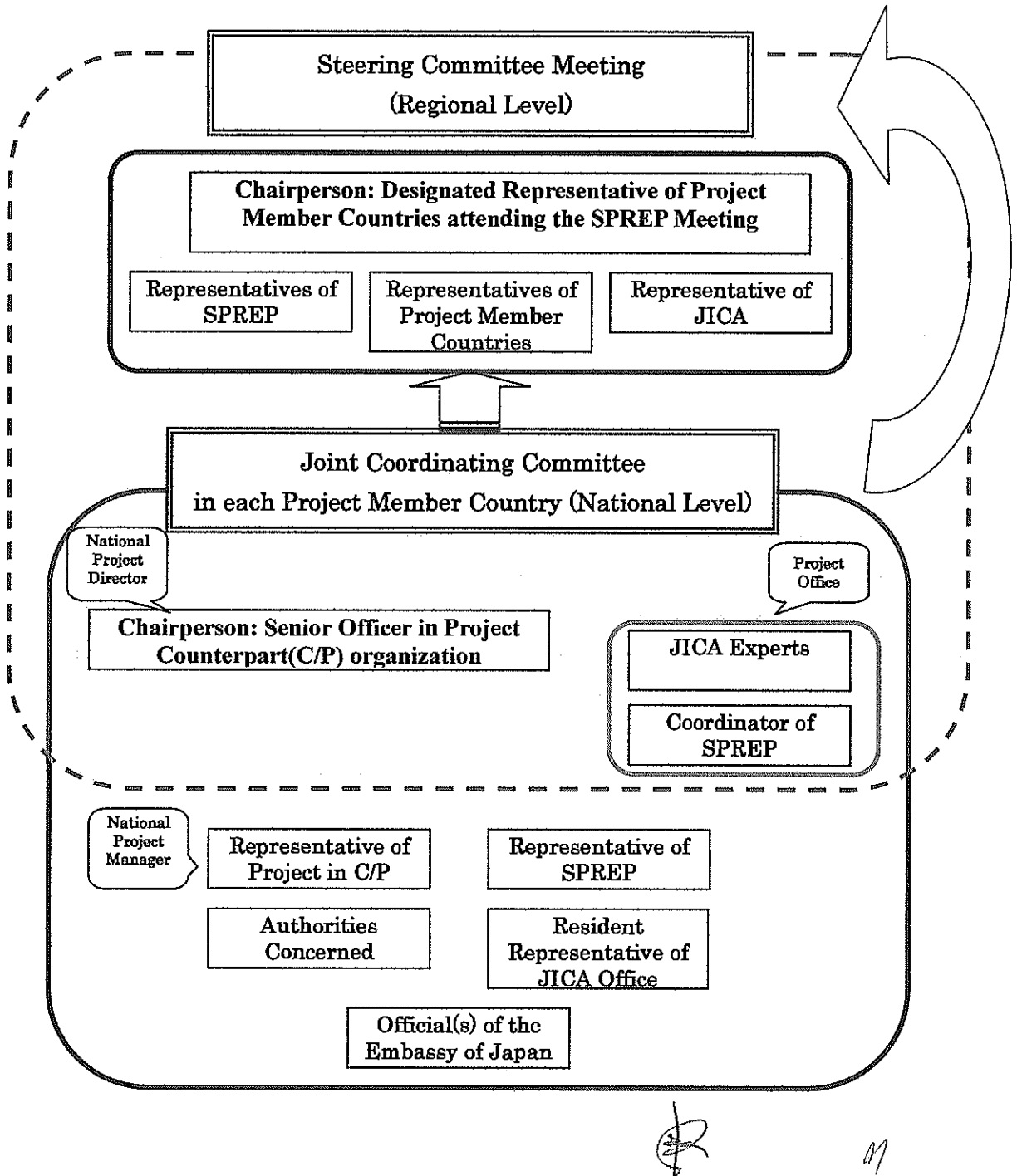
Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

**7. Technical Cooperation**

JICA will extend a package of technical co-operation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical co-operation at the national level therefore will vary from one country to another.



ANNEX-1: Organization Structure

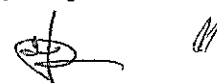


**ANNEX-2: General Activity Plan**

- I. Main Activities at the Regional Level (November 2010-October 2015)
  - 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
  
- II. Main Activities at the National Level (November 2010-October 2015)

Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.

  - 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
  
- III. Inputs from Japanese Side
  - 1) Dispatch of JICA Experts to assist in enhancing capacity of Project Member Countries and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Implementation of pilot projects to enhance capacity of the host country and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Effective arrangement of other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.





## Appendix I Regional Cooperative Framework (Draft)

### IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager (National Coordinator) and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

### V. Inputs from SPREP

- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

- END -



**(DRAFT)**  
**RECORD OF DISCUSSIONS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY AND**  
**THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF**  
**REPUBLIC OF THE MARSHALL ISLANDS**  
**ON JAPANESE TECHNICAL COOPERATION PROJECT**  
**FOR PROMOTION OF REGIONAL INITIATIVE**  
**ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES**  
**(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of Republic of the Marshall Islands (hereinafter referred to as "Marshall") had a series of discussions with respect to desirable measures to be taken by JICA and the Government of Marshall for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Marshall authorities concerned and JICA agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Majuro, Marshall *date month* 2010

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Mr. Junji Ishizuka  
Resident Representative  
Marshall Office  
Japan International Cooperation Agency  
Japan

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Mr. Smith Ysawa  
Secretary  
Ministry of Pulic Works  
Republic of the Marshall Islands

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Mr. Casten N. Nemra  
Chief Secretary  
Office of the Chief Secretay  
Republic of the Marshall Islands

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**THE ATTACHED DOCUMENT**

**I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF MARSHALL**

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as “the Project”) is regional cooperation among Pacific Island Countries (PICs) based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

**II. MEASURES TO BE TAKEN BY JICA**

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 of Japan.

1. **DISPATCH OF JICA EXPERTS**  
JICA will provide the services of the JICA 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 Marshall upon being delivered C.I.F. (cost, insurance and freight) to the Marshall authorities concerned at the ports and/or airports of disembarkation.
3. **TRAINING OF MARSHALL PERSONNEL IN JAPAN**  
JICA will receive and/or dispatch the personnel of the Government of Marshall connected with the Project for technical training in Japan and/or other countries.

**III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF MARSHALL**

1. The Government of Marshall 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,

## Appendix II Record of Discussions (Draft)

beneficiary groups and institutions.

2. The Government of Marshall will ensure that the technologies and knowledge acquired by the Marshall nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Marshall.
3. The Government of Marshall will grant in Marshall's privileges, exemptions and benefits as listed in Annex V and will grant privileges, exemptions and benefits no less favorable than those granted to experts of third countries or international organizations performing similar missions to the JICA experts referred to in II-1 above and their families.
4. The Government of Marshall will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the JICA experts referred to in Annex III.
5. The Government of Marshall will take necessary measures to ensure that the knowledge and experience acquired by the Marshall personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in Marshall, the Government of Marshall will take necessary measures to provide at its own expense:
  - (1) Services of the Marshall counterpart personnel and administrative personnel as listed in Annex VI;
  - (2) Land, buildings and facilities as listed in Annex VII;
  - (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 under II-2 above ;
  - (4) Means of transport and travel allowances for the JICA experts for official travel within Marshall; and
7. In accordance with the laws and regulations in force in Marshall, the Government of Marshall will take necessary measures to meet:
  - (1) Expenses necessary for transportation within Marshall of 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 Marshall on the

## Appendix II Record of Discussions (Draft)

Equipment referred to in II-2 above; and

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

### IV. ADMINISTRATION OF THE PROJECT

1. Secretary of Ministry of Public Works, as the National Project Director, will bear the overall responsibility for the administration and implementation of the Project.
2. General Manager of Majuro Atoll Waste Company, as the National Project Managers, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the National Project Director and the National Project Managers on any matters pertaining to the implementation of the Project.
4. The JICA experts will give necessary technical guidance and advice to the Marshall counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established and whose functions and composition are described in Annex VIII.

### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the representatives of Marshall, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

### VI. CLAIMS AGAINST JICA EXPERTS

The Government of Marshall undertakes to bear claims, if any arises, against the JICA 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 Marshall except for those arising from the willful misconduct or gross negligence of the JICA experts.

### VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of Marshall on any major issues arising from, or in connection with this Attached Document.



**VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Marshall, the Government of Marshall will take appropriate measures to make the Project widely known to the people of Marshall.

**IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched in Independent State of Samoa where Project office will be located.

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**ANNEX II MASTER PLAN**

**ANNEX III LIST OF JICA EXPERTS**

**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

**ANNEX V PRIVILEGES, EXEMPTION AND BENEFITS FOR JICA EXPERT**

**ANNEX VI LIST OF COUNTERPART PERSONNEL OF MARSHALL**

**ANNEX VII LIST OF LAND, BUILDING AND FACILITIES**

**ANNEX VIII JOINT COORDINATING COMMITTEE**

Appendix II Record of Discussions (Draft)

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**



## Appendix II Record of Discussions (Draft)

### ANNEX II MASTER PLAN

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries

2. Framework of the Project

(1) Objective

Overall Goal:

Sustainable management of solid waste in the Pacific Region is enhanced

Project Purpose:

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

(2) Outputs

Output 1: NSWMS is implemented.

Output 2: Recycling system is improved in Majuro.

Output 3: Composting system is improved in Majuro.

Output 4: School-based recycle system is introduced in Majuro.

Output 5: Solid waste management system is improved in Ebyeye.

(3) Activities

1-1 Develop the action plan of NSWMS for Majuro.

1-2 Conduct the dissemination workshop for key stakeholders.

1-3 Participate the training/workshop for Micronesia area conducted by Palau.

1-4 Modify the NSWMS based on the result of activities.

1-5 Draft the next NSWMS for the year 2016-2020.

2-1 Review the existing survey for waste volume, waste composition.

2-2 Identify the marketable recyclables.

2-3 Develop the conceptual plan of recycling system.

2-4 Train the staff on separation and processing of recyclables for EPA/ MICS.

2-5 Conduct the awareness raising activities for Majuro state.

2-6 Set up the household and business recycling bins (1 for trash and 1 for recycle)

2-7 Implement the segregation of recyclables.

2-8 Develop the draft plan of recycling regulation and bottle bills, if necessity arises.

3-1 Conduct the survey for quality improvement of compost from green waste.

3-2 Improve the facility for composting from green waste.

3-3 Raise awareness the segregation of green waste from general waste.

3-4 Implement the garden project at the dump site in Majuro.

3-5 Monitor the progress of composting of green waste.



**ANNEX III LIST OF JICA EXPERTS**

1. Japanese Expert

1) Long-term expert (Samoa Base)

Chief Advisor

Project Coordinator / Training Planning

2) Short-term expert

Solid waste management 1

Solid waste management 2

Project Coordinator / Solid waste management

2. Local Expert

Solid waste management

Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.


**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.



**ANNEX V PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JICA EXPERTS**

1. To exempt from income tax and the other charges of any kind imposed on or in connection with the living allowances remitted for the JICA experts.
2. To exempt from internal tax, custom duties and any other charges imposed on personal household effects of the JICA experts and their families, including one motor vehicle per expert.
3. To use all its available means to provide medical and other necessary assistance to the JICA experts and their families.
4. To issue identification cards to the JICA experts and their families to secure the cooperation of all governmental organizations necessary for the performance of the duties of the experts.
5. To exempt from customs duties for import and export and internal tax of machinery and equipment purchased by the JICA experts in connection with the Project activities.

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Appendix II Record of Discussions (Draft)

**ANNEX VI LIST OF COUNTERPART PERSONNEL OF MARSHALL**

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Secretary	Ministry of Public Works	All
2.	National Project Manager	General Manager	Majuro Atoll Waste Company	All
3.		Deputy chief secretary	Office of Chief Secretary	Output 1
4		Deputy Director	Office of Environmental Planning and Policy Coordination	Output 2,4
5.		Operation Supervisor	Majuro Atoll Waste Company	Output 2
6		Secretary	Majuro Atoll Waste Company	Output 4
7		Chief Officer	Waste and Pollutant Division, Environmental Project Authority in Marshall (RMI-EPA)	Output 2,3
8		Chief Officer	Education and Awareness Division, Environmental Project Authority in Marshall (RMI-EPA)	Output 4
8		Program Officer	Terrestrial Program, Marshall Islands Conservation Society	Output 3,4,5
9.		Chief Administrative Officer	Kwajalein Atoll Local Government	Output 5
10			Ministry of Education	Output 4
11			Ministry of Resources and Development	Output 3
12			Ministry of Health	Output 5

Note:

Counterpart personnel will be added as the need arises for the smooth and effective implementation of the Project.



**ANNEX VII LIST OF LAND, BUILDINGS AND FACILITIES**

1. Office space and basic logistics facilities for the JICA experts in Ministry of Public Works and MAWC
2. Other facilities mutually agreed upon as necessary



**ANNEX VIII JOINT COORDINATING COMMITTEE**

1. Functions

The Joint Coordinating Committee (hereinafter referred to as “JCC”) will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

1) Chairperson: Chief Secretary of Office of the Chief Secretary

2) Vice Chairpaerson: Secretary of Ministry of Pulic Works

3) Marshall side

- Secretary of Ministry of Foreign Affaires
- Director of Office of Environmental Planning and Policy Coordination
- General Manager of Environmental Protection Authority in Marshall
- Mayor of Majuro Atoll Local Government
- Mayor of Kwajalein Atoll Local Government
- Director of Marshall Islands Conservation Society
- General Manager of Majuro Atoll Waste Company

4) Japanese side

- JICA Expert(s) of the Project
- Representative from JICA Marshall Office

5) Other member(s)

- Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.



Appendix III M/M for PDM and PO (Draft)

MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
REPUBLIC OF THE MARSHALL ISLANDS  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)

Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of Republic of the Marshall Islands (hereinafter referred to as "Marshall") had a series of discussions for the purpose of working out the details of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

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

Majuro, Marshall Date, Month, 2010

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Mr. Junji Ishizuka  
Resident Representative  
Marshall Office  
Japan International Cooperation Agency

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Mr. Smith Ysawa  
Secretary  
Ministry of Pulic Works  
Republic of the Marshall Islands

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Mr. Casten N. Nemra  
Chief Secretary  
Office of the Chief Secretay  
Ministry of Foreign Affairs  
Republic of the Marshall Islands

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## **Appendix III M/M for PDM and PO (Draft)**

### **THE ATTACHED DOCUMENT**

This document has been prepared for the better understanding of the R/D agreed upon between the Marshall side and JICA on <date>.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

#### **1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

**ANNEX I INTEGRATED REFERENCE MATRIX**

**ANNEX II-1 REGION WIDE PDM**

**ANNEX II-2 REGION WIDE PO**

**ANNEX III-1 PDM (MARSHALL)**

**ANNEX III-2 PO (MARSHALL)**





**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Project period: ●●, 2011 - ●●, 2015 (5 years)

Target Group : C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs. [Regional])  2. To be identified thru discussions with each PIC [National]	National performance audit report  Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation. [Regional]  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]  3. Total # of experts/trainers who have fulfilled the requirement in the field of ●● as skilled people set by SPREP [National]  4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized through discussions with each PIC [National]	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP  SPREP (Regional inventory of skilled people)  Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010					PICs contributing to the RS2010 implementation	
#	Priorities		Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAs) of PICs		
1	Sustainable Financing			2. Formulate a plan to implement appropriate economic instruments in each PIC	Palau, Tuvalu	
2	Integrated SWM	2-1	3Rs/4Rs	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM(Kosrae), Kiribati, Marshall, Palau, Samoa, Tuvalu	
		2-2	Waste Disposal	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM (all states), Palau, Samoa, Tonga
		2-3	Waste Collection		12. Develop an action plan for improving the waste collection service.	PNG, FSM(Pohnpei), Kiribati, Marshall, Tonga
3	Legislation			15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT		
4	Awareness/Communication/Education			18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, FSM (Kosrae, Yap), Kiribati, Marshall, Tuvalu	
5	Capacity Building		26. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Palau, Samoa	
6	Environmental Monitoring			31. Develop environmental monitoring plan		
7	Policy, Planning, Performance		34. Strengthen regional coordination of solid waste management.	33. Develop national waste management policy, strategy and action plan	PNG, FSM (all states), Marshall, Tonga	
8	Solid Waste Industry			37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.		
*	Monitoring system of RS2010			Monitoring system of Regional Strategy 2010 is established.	Region-wide	

\*In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

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**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs										
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional] 2. To be discussed [National]		Indicators to the Overall Goal										
		Indicators to the Project Purpose										
1. Level of contributions by the project to the RS2010 implementation [Regional] 2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]		3-1 # of experts/trainers in the field of 3R listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of collection of recyclables listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of recycling system listed in the SPREP inventory	3-1 # of experts/trainers in the field of 3R/sustainable financing are listed in the SPREP inventory	3-1 # of experts/trainers in the field of semi-aerobic landfill mgmt listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory
4-1 Regional training program organized by Fiji is established.		4-1 Technical capacity for sustainable operation is established.	4-1 Volume of recyclables collected by the recyclers is increased by XX %	4-1 Amount of waste disposal at Bouffa landfill is decreased by xx % 4-2 Capacity of landfill management is enhanced	4-1 Collection rate of general waste and recyclables is increased. 4-2 NSWMS and SSWMSs are officially approved.	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste per population is reduced by XX %	4-1 Recycling rate for beverage container is increased.	4-1 Amount of waste disposal is decreased by XX % 4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established.	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed	
Outputs under the Region-wide project and the project by each PIC												
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM	Kiribati	Marshal Islands	Palau	Samoa	Tonga	Tuvalu
1									1: Beverage container deposit fee program (sustainable financing system) is enhanced.			5: CDL Feasibility study conducted
2-1		1: Follow-up of implementation of national 3R strategy		1. 3R activities are practiced throughout Honiara	1: Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms.	Improvement of Collection of General Waste and Recyclables for Kosrae	1. Household waste, especially organic waste is minimized through establishment and promotion of compost.	3. Composting system is improved in Majuro.	2: Awareness raising on 3R is enhanced.	1: Waste Minimization is practiced in urban area		1: Operators and workers is enhanced through training/
2-2	2: Waste management options for atoll are studied. 3: Standardized waste audit program is developed.		1: Solid waste disposal facility and operation is improved	2: Waste disposal systems are improved in Honiara and Gizo.	2: Existing waste disposal sites (Bouffa and Lugaville) are improved.	Improvement of Waste disposal for all states			3: Final landfill site is improved.	2: Landfill management capacity at Tafaligata and Valaata is increased	1: The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method	
2-3			2: Waste collection in Port Moresby is improved			Improvement of Collection of General Waste for Pohnpei	2. Solid waste collection of both BTC and TUC is improved.	2. Recycling system is improved in Majuro.			2: Solid waste collection service in Vava'u is improved	
3												
4				3: Lessons and experiences learnt are disseminated in Solomon Islands		Strengthening of Awareness Raising for Kosrae and Yap	3. Community awareness is improved.	4. School-based recycle system is introduced in Majuro.				2: Community awareness is improved. 3: Awareness materials provided and dispatched to public 4: Drafted communication Strategy
5	1: Human capacity of SWM is strengthened through trainings and workshops.	2: Training program of 3R is developed.			3: Capacities for waste management at the national and local government level are enhanced.				4: Training program on 3R / recycling program is developed.	3: Training program on semi-aerobic landfill management is developed.		
6												
7	4: Regional network among PIC countries is strengthened.		3: Capacity of planning and monitoring of Solid Waste Management in Port Moresby (National Capital District; MCD) is increased.			Finalizing of National SWM Strategy and State SWM Strategy for all states						3: Basis for long-term Solid Waste Management is established in Vava'u
8												
	5: Regional system to monitor the RS2010-2015s established.											

32

**ANNEX II-1: Project Design Matrix (PDM) - Region-wide**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Project period: Oct. 2010 for 5 years

Date issued: date/month, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced.		Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).		1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2010 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs			
2-2	Waste Disposal	Output 2: Waste management options for atoll are studied. Output 3: Standardized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP
2-3	Waste Collection			
3	Legislation			
4	Awareness/Communication/ Education			
5	Capacity Building	Output 1: Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in country attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	SPREP
6	Environmental Monitoring			
7	Policy, Planning, Performance	Output 4: Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of News/letter, # of donor coordination meetings, project map	SPREP
8	Solid Waste Industry			
*	Monitoring system of RS2010	Output 5: Regional system to monitor the RS2010-2015 is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP
<b>Activities</b>		<b>Inputs</b>		
Please see PO for details.		Japanese Side	SPREP	
		Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Local cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	
				<b>Pre-condition</b>
				All 11 PICs are committed to the collaboration among them.

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

# ANNEX II-2 : REGION-WIDE Plan of Operation (PO)

Term: 2010 ~ 2015 (5years)

Outputs and Associated Activities		Indicators for Outputs	Agencies in charge	2010		2011				2012				2013				2014				2015			
SCC/Eva				10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	
	Steering Committee ☆																								
	Evaluation Studies ☆						☆			☆			☆						☆					☆	
<b>OUTPUT 1:</b>	<b>Human capacity on SWM is strengthened through trainings and workshops.</b>	1-1. # of workshops/trainings conducted, # of participants, # of countries participated, # of participants incountry attachment programme																							
1-1	Eco-island concept	1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported.	JICA(AFD)																						
1-1-1	Conduct the trainings in Japanon Eco-island concepts																								
1-2	3R concept	1-4 # of cases of improved occupational health	SPREP/FIJI/JICA																						
1-2-1	Conduct the sub-regional training/workshop on 3R	<i>* This activity is conducted in collaboration with Fiji C/P (their activity No. 2-2) as well as Palau C/P (their activity No. 4-3)</i>				☆																			
1-2-2	Hold the regional meeting to promote 3R in the Pacific region																								
1-3	semi-aerobic landfills management		SPREP/SAMOA/JICA																						
1-3-1	Conduct sub-regional training/workshop on semi-aerobic landfill management in Samoa or other countries	<i>* This activity is conducted in collaboration with Samoa C/P (their activity No. 3-2)</i>																							
1-4	Country Attachment Program		SPREP/JICA																						
1-4-1	Develop the country attachment program																								
1-4-2	Conduct the country attachment program																								
1-5	Occupational health and safety issues		JICA/ILO																						
1-5-1	Investigate and practice the occupational health & safety issues in SWM in collaboration with ILO			☆																					
1-5-2	Conduct a study on solid waste management practices from the occupational health & safety view point					☆																			
1-5-3	Conduct the training/workshop to share the lessons on occupational health & safety issue on SWM																								
<b>OUTPUT 2:</b>	<b>Waste management options for atoll are studied</b>	2-1 # of conceptual plans developed	SPREP/JICA																						
2-1	Review the current practice on waste management options																								
2-2	Develop a draft conceptual plan for atoll islands																								
<b>OUTPUT 3:</b>	<b>Standardized waste audit program is developed</b>	3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP																						
3-1	Review the currently available materials																								
3-2	Develop a draft program on waste audit																								
3-3	Disseminate the draft program throughout the Region																								
<b>OUTPUT 4:</b>	<b>Regional network among PIC countries is strengthened</b>	4-1 J-PRISM page is developed 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP																						
4-1	Develop the page in the SPREP web-site																								
4-2	Issue the Newsletter on SWM twice a year with contribution from 2 PICs																								
4-3	Develop and maintain the project map on SWM																								
4-4	Facilitate the donor coordination through regular meeting at least once a year. (EU, AusAID, NZAID, France, USAID, China, Japan, ADB, UNDP, GEF, UNEP, etc.)																								
<b>OUTPUT 5:</b>	<b>Regional system to monitor the RS2010-2015 is established</b>	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP																						
5-1	Form the taskforce (sub-regional group)to monitor the progress of implementation of RS2010 semi-annually																								
5-2	Conduct the review of the RS2010-2015 (at the time of mid-term / terminal evaluation of J-PRISM)																								

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# ANNEX III-1: Project Design Matrix (PDM) - Marshall Islands

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of OEPPC, MPW, EPA, MAWC, MLG, KALGov. MICS

Final Beneficiaries: Citizens of Marshall Islands

Implementing Agency: OEPPC, MPW, EPA, MAWC, MLG, KALGov.MICS

Target Area: Marshall Island (Majuro and Ebeeye)

Project period: ●●, 2011 - ●●, 2015 (5 years)

Date issued: Month / Date, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced		1.To be discussed	To be advised	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)		1. # of experts (Trainers) in the field of recycling system listed in the SPREP inventory 2. Volume of disposal waste per population is reduced by XX %	SPREP (Regional inventory of skilled people) To be advised	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP. 2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs	Output 3: Composting system is improved in Majuro. Output 5: Solid waste management system is improved in Ebeeye.	3-1 Volume of compost sales are increased in Majuro	To be advised
2-2	Waste Disposal			
2-3	Waste Collection	Output 2: Recycling system is improved in Majuro.	2-1 Baseline data are obtained 2-2 Separate collection of cans is conducted 2-3 Recycled volume is increased by 30 %	To be advised
3	Legislation			
4	Awareness/Communication/ Education	Output 4: School-based recycle system is introduced in Majuro.	4-1 Manual/material of awareness raising is developed. 4-2 Poster contests are conducted on a regular schedule. 4-3 I-Recycle programs are implemented in over 80% of public elementary schools.	To be advised
5	Capacity Building			
6	Environmental Monitoring			
7	Policy, Planning, Performance	Output 1: NSWMS is implemented.	1-1 Action plan of Majuro is finalized.	To be advised
8	Solid Waste Industry			
*	Monitoring system of RS2010			
Activities		Inputs		
Please see PO for details.		Japanese Side	Marshall Islands side	
		Dispatch of JICA experts	Assignment of National PD/PM and CP	1.Counterpart personnel keep working in the field of SWM.
		Provision of Regional, sub-regional and in-country workshops / training	Local Costs Sharing Provision of necessary land/facility, work space	2. Necessary budget to carry out activities is allocated from the government.
		Local cost support		
				<b>Pre-condition</b>
				Cooperation of community people of the target area is obtained.

\* OEPPC= Office of Environmental Planning and Policy Coordination, MPW=Ministry of Public Works, EPA=Environmental Protection Authority, MAWC=Marshall Atoll Waste Company, MLG=Majuro Atoll Local Government, KALGov.=Kwajalein Atoll Local Government, MICS=Marshall Islands Conservation Society, NSWMS=National Solid Waste Management Strategy

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**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE REPUBLIC OF PALAU  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Makoto Noda to the Republic of the Palau (hereinafter referred to as "Palau") from August 18 to August 19, 2010 for the purpose of preparation of the technical cooperation regarding the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as "the Project").

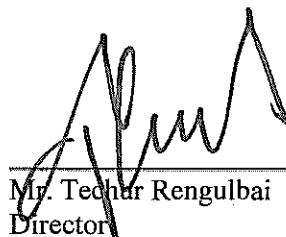
During its stay in Palau, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Palau authorities concerned.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Koror, Palau, August 19, 2010



Mr. Makoto Noda  
Leader  
Detailed Planning Survey Team,  
Japan International Cooperation  
Agency  
Japan



Mr. Techur Rengulbai  
Director  
Bureau of Public Works,  
Ministry of Public Infrastructure,  
Industries and Commerce

## ATTACHED DOCUMENT

### 1. Integration of requests

In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### 2. Title of the Project

Palau side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.



### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as "R/D"), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Palau side, the R/D will be finalized and signed by JICA Palau office and the Palau authorities concerned. The R/D includes the draft of Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document will be approved by representatives of fourteen (14) PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Palau authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

JICA side explained that Project Design Matrix (hereinafter referred to as "PDM") and Plan of Operation (hereinafter referred to as "PO") is to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

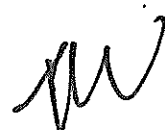
The duration of the Project would be five (5) years from the date when the expert(s) arrives in Independent State of Samoa where Project office will be located.

### **6. Other relevant Issues**

- 1) Both side reaffirmed that implementation of the beverage container deposit fee program is vital component for the success of the Project. The Palauan side agreed that they will facilitate the administrative procedure to commence the beverage container deposit fee program.
- 2) Environmental and Social Considerations described in the Appendix III, Item No. 2 Environmental and Social Considerations will be subject to be revised in accordance with the JICA's environmental and social guidelines.

Appendix I	Regional Cooperative Framework
Appendix II	Draft of Record of Discussions
Appendix III	Draft M/M for PDM and PO

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**REGIONAL COOPERATIVE FRAMEWORK  
OF  
THE JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA**

The Cooperative Framework of the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as “the Project”) is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

**For SPREP**

**For JICA**

\_\_\_\_\_  
Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

\_\_\_\_\_  
Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**

**For Republic of Fiji Islands**

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**Appendix I Regional Cooperative Framework (Draft)**

**For Republic of Marshall Islands**

**For Federated States of Micronesia**

\_\_\_\_\_  
Mr. Hon. Ruben R. Zackhras  
Minister on Assistance to the  
President

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**For Republic of Kiribati**

**For Niue**

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**For Republic of Nauru**

**For Independent State of Papua  
New Guinea**

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\_\_\_\_\_  
Dr. Wari Iamo  
Secretary,  
Department of Environment and  
Conservation

**For Republic of Palau**

**For Independent State of Samoa**

\_\_\_\_\_  
Mr. Calvin Ikesiil  
Manager,  
Solid Waste Management Office, Bureau  
of Public Works, Ministry of Public  
Infrastructure, Industries and Commerce

\_\_\_\_\_  
Mr. Hon. Faumuina Tiatia Liuga  
Minister,  
Natural Resources and Environment

**Appendix I Regional Cooperative Framework (Draft)**

**For Solomon Islands**

**For Kingdom of Tonga**

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Hon. Ma'afu Tukui'aulahi  
Minister,  
Ministry of Environment and Climate  
Change

**For Tuvalu**

**For Republic of Vanuatu**

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## Attachment

### 1. Background

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Japanese Government pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.

**2. Integration of Requests for Technical Cooperation**

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

**3. Title of the Project**

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

**4. Objectives**

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.

**5. Master Plan of the Project**

The Project will be implemented in accordance with the Master Plan:

1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

**6. Structure of the Project**

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

**6.1 Composition and Terms of the Steering Committee Members**

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

## Appendix I Regional Cooperative Framework (Draft)

All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

### 6.2 Functions of the Steering Committee

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

### 6.3 Composition and Terms of the Joint Coordinating Committee

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (National Project Director and National Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

### 6.4 Functions of the JCC

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

### 6.5 Composition and Terms of the Project Office

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JICA

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## Appendix I Regional Cooperative Framework (Draft)

Experts and a Project Coordinator assigned by SPREP.

### 6.6 Functions of the Project Office

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

### 6.7 Monitoring and Evaluation

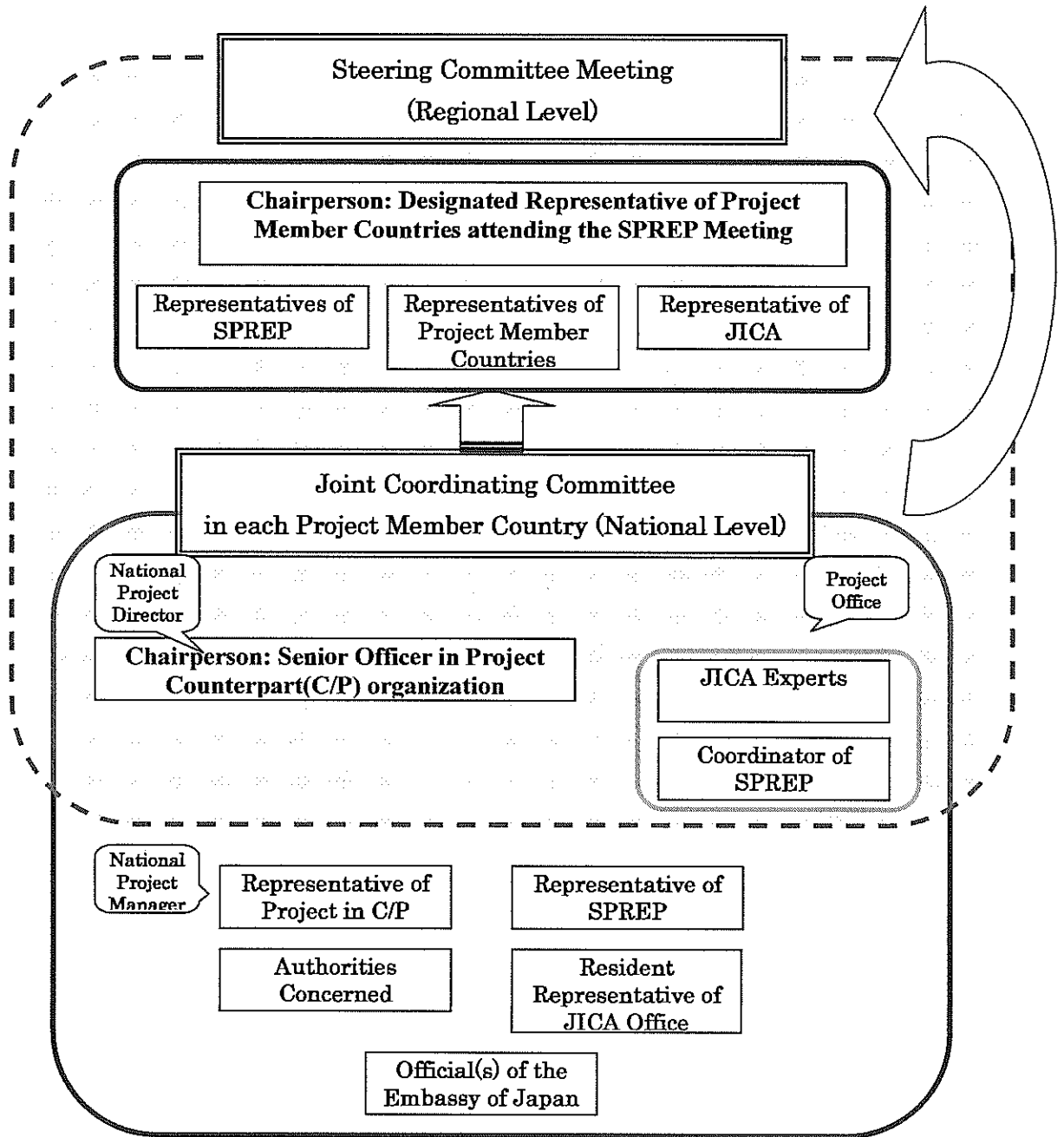
Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

## 7. Technical Cooperation

JICA will extend a package of technical co-operation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical co-operation at the national level therefore will vary from one country to another.



ANNEX-1: Organization Structure



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**ANNEX-2: General Activity Plan**

- I. Main Activities at the Regional Level (November 2010-October 2015)
- 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
- II. Main Activities at the National Level (November 2010-October 2015)
- Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.
- 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
- III. Inputs from Japanese Side
- 1) Dispatch of JICA Experts to assist in enhancing capacity of the host country and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Implementation of pilot projects to enhance capacity of the host country and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Effective arrangement of other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.

## Appendix I Regional Cooperative Framework (Draft)

### IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager (National Coordinator) and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

### V. Inputs from SPREP

- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

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**Appendix II Draft of Record of Discussions**

**(Draft)**

**RECORD OF DISCUSSIONS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE REPUBLIC OF PALAU  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of the Republic of Palau (hereinafter referred to as “Palau”) had a series of discussions with respect to desirable measures to be taken by JICA and the Government of Palau for the successful implementation of the above-mentioned Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of Palau, signed in Koror on February 10, 2005 (hereinafter referred to as “the Agreement”), JICA and the Palau authorities agreed on the matters referred to in the document attached hereto.

Koror, Palau, Date, Month, 2010

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Mr. Makoto Noda  
Resident Representative,  
Palau Office,  
Japan International Cooperation Agency,  
Japan

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Mr. Jackson R. Ngiraingas  
Minister,  
Ministry of Public Infrastructure, Industries and  
Commerce,  
Republic of Palau



**Appendix II    Draft of Record of Discussions**  
**THE ATTACHED DOCUMENT**

**I.    COOPERATION BETWEEN JICA AND THE GOVERNMENT OF PALAU**

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as “the Project”) is regional cooperation among Pacific Island Countries based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

**II.    MEASURES TO BE TAKEN BY JICA**

In accordance with the laws and regulations in force in Japan and the provisions of Article II 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 JICA EXPERTS

JICA will provide the services of the JICA experts as listed in Annex III. The provision of Article III of the Agreement will be applied to the above-mentioned experts.

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 provision of Article III of the Agreement will be applied to the Equipment.

3.    TRAINING OF PALAUAN PERSONNEL IN JAPAN

JICA will receive and/or dispatch the personnel of the Government of Palau connected with the Project for technical training in Japan and/or other countries.

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## Appendix II Draft of Record of Discussions

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF PALAU

1. The Government of Palau 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.
2. The Government of Palau will ensure that the technologies and knowledge acquired by the Palau nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Palau.
3. In accordance with the provisions of Article V and VI of the Agreement, the Government of Palau will grant in Palau privileges, exemptions and benefits to the JICA experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article VII of the Agreement, the Government of Palau 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 JICA experts referred to in II-1 above.
5. The Government of Palau will take necessary measures to ensure that the knowledge and experience acquired by the Palauan personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article V-(2) of the Agreement, the Government of Palau will provide the services of Palau counterpart personnel and administrative personnel as listed in Annex V.
7. In accordance with the provision of Article V-(2) of the Agreement, the Government of Palau will provide the buildings and facilities as listed in Annex VI.
8. In accordance with the laws and regulations in force in Palau, the Government of Palau will take necessary measures to supply or replace at its own expense 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 under II-2 above.
9. In accordance with the laws and regulations in force in Palau , the Government of Palau will take necessary measures to meet the running expenses necessary for the implementation of the Project.

16

## Appendix II Draft of Record of Discussions

### IV. ADMINISTRATION OF THE PROJECT

1. Director of Bureau of Public Works, Ministry of Public Infrastructure, Industry, and Commerce, as the National Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Manager of Solid Waste Management Office, Bureau of Public Works, Ministry of Public Infrastructure, Industry, and Commerce, as the National Project Manager, will be responsible for the managerial matters of the Project.
3. The Japanese Chief Adviser will provide necessary recommendations and advice to the National Project Director and the National Project Manager on any matters pertaining to the implementation of the Project.
4. The JICA experts will give necessary technical guidance and advice to Palau counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VII.

### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the representatives of Palau, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

### VI. CLAIMS AGAINST JICA EXPERTS

In accordance with the provision of Article VI of the Agreement, the Government of Palau undertakes to bear claims, if any arises, against the JICA 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 Palau except for those arising from the willful misconduct or gross negligence of the JICA experts.

### VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of Palau on any major





**Appendix II Draft of Record of Discussions**

issues arising from, or in connection with this Attached Document.

**VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Palau, the Government of Palau will take appropriate measures to make the Project widely known to the people of Palau.

**IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched in Independent State of Samoa where Project office will be located.

- ANNEX I REGIONAL COOPETATIVE FRAMEWORK**
- ANNEX II MASTER PLAN**
- ANNEX III LIST OF JICA EXPERTS**
- ANNEX IV LIST OF MACHINERY AND EQUIPMENT**
- ANNEX V LIST OF COUNTERPART PERSONNEL OF PALAU**
- ANNEX VI LIST OF LAND, BUILDING AND FACILITIES**
- ANNEX VII JOINT COORDINATING COMMITTE**



**Appendix II Draft of Record of Discussions**

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**

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## Appendix II Draft of Record of Discussions

### ANNEX II MASTER PLAN

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries

2. Framework of the Project

(1) Objective

Overall Goal:

Sustainable management of solid waste in the Pacific Region is enhanced

Project Purpose:

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

(2) Outputs

Output 1: Beverage container deposit fee program (sustainable financing system) is enhanced.

Output 2: Awareness raising on 3R is enhanced.

Output 3: Final landfill site is improved.

Output 4: Training program on 3R / recycling program is developed.

(3) Activities

1-1 Implement the beverage container deposit fee program

1-2 Monitor the beverage container deposit fee program (monthly)

1-3 Revise the beverage container deposit fee program reflecting the findings through monitoring

2-1 Facilitate the approval of the NSWMP (and obtain the approval)

2-2 Prepare the action plan of awareness raising / environmental education on 3R for all states

2-3 Conduct the periodical meeting of PEEC (public education and enhancement committee) activities

2-4 Conduct periodic workshops / campaign on 3R of SWM

2-5 Prepare the plan to set up the segregation point in all states

2-6 Develop and revise the manual / materials on 3R reflecting the lessons learned.

3-1 Develop the plan of new dike for M-dock landfill

3-2 Construct the new dike for M-dock landfill

3-3 Prepare the plan for M-dock closure

3-4 Select the site and conduct the survey of a new national landfill

3-5 Conduct the EIA for the new national landfill site

4-1 Develop the training program on 3R / recycling program to be used at the regional training/workshop

4-2 Conduct the workshop to share the information on deposit fee program

4-3 Conduct the training for Micronesian area training /workshop (This includes in-country training conducted in other countries)

4-4 Evaluate the training / revise the training program with feedbacks

Note: In case the Master Plan should be changed due to the situation of the Project, JICA and the Government of Palau will agree to and confirm the changes by exchanging minutes of meetings.

ANNEX III LIST OF JICA EXPERTS

1. Japanese Expert

1) Long-term expert (Samoa Base)

Chief Advisor

Project Coordinator / Training Planning

2) Short-term expert

Solid waste management 1

Solid waste management 2


Project Coordinator / Solid waste management

2. Local Expert

Solid waste management

Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.

  
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**Appendix II Draft of Record of Discussions**

**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

1. Materials for 3R

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.

2/5



**Appendix II Draft of Record of Discussions**

**ANNEX V LIST OF COUNTERPART PERSONNEL OF PALAU**

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Director	Bureau of Public Works (BPW), MPIIC	All
2.	National Project Manager	Manager	Solid Waste Management Office, BPW-MPIIC	All
3.		Manager	Solid Waste Office, Koror State Government	1 & 4
4		Asst. Exec. Officer	Environmental Quality Protection Board(EQPB)	1, 2 & 3
5		Supervisor	M-dock landfill, SWM-BPW	3
6		Officer of Division of Environmental Health	Ministry of Health	2 & 3
7		Educator	Solid Waste Management, BPW	2 & 4

MPIIC: Ministry of Public Infrastructure, Industry, and Commerce

Note:

Counterpart personnel will be added as the need arises for the smooth and effective implementation of the Project.

**ANNEX VI LIST OF LAND, BUILDING AND FACILITIES**

The following will be prepared by the Government of Palau for the implementation of the Project.

1. Land, buildings and facilities necessary for the Project
2. Room space and necessary infrastructure facilities for installation and storage of the equipment
3. Offices and basic logistics facilities for the JICA experts
4. Other facilities mutually agreed upon as necessary

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## Appendix II Draft of Record of Discussions

### ANNEX VII JOINT COORDINATING COMMITTEE (JCC)

#### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

#### 2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

(1) Chairperson: Minister of MPIIC

(2) Palau side

- Minister of Health
- Director of BPW, MPIIC
- Governor of Koror State
- Project Manager of SWM-BPW
- Assistant Executive Officer of EQPB
- Manager of KSG-SWM
- Program Manager of PALARIS(MPIIC)

(3) Japanese side

- JICA Expert(s) of the Project
- Representative from JICA Palau Office

(4) Other member(s)

- Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE REPUBLIC OF PALAU  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of the Republic of Palau (hereinafter referred to as "Palau") had a series of discussions for the purpose of working out the details of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

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

Koror, Palau Date, Month, 2010

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Mr. Makoto Noda  
Resident Representative,  
Palau Office,  
Japan International Cooperation Agency

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Mr. Jackson R. Ngiraingas  
Minister,  
Ministry of Public Infrastructure,  
Industries and Commerce,  
Republic of Palau



**THE ATTACHED DOCUMENT**

This document has been prepared for the better understanding of the R/D agreed upon between the Palau side and JICA on <date>.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

**1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

**2 Environmental and Social Considerations**

JICA explained JICA's environmental and social guidelines, and that it would be applied to the project. The Palau side understood the policy of the JICA guidelines and agreed in principle as follows:

- (1) The Palau side will follow EIA regulations in Palau for project activities at ZZZZ landfill site and take appropriate measures, if necessary. The JICA expert team will provide the technical support to do it.
- (2) The information disclosure such as opening the study report shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (3) In the course of implementation of the Project, public consultation with communities and stakeholders shall be included if necessary.

In view of the Project purpose, both side agreed the Project to follow the laws and regulations in force in Palau and the JICA guidelines.

**ANNEX I INTEGRATED REFERENCE MATRIX**

**ANNEX II-1 REGION WIDE PDM**

**ANNEX II-2 REGION WIDE PO**

**ANNEX III-1 PDM (PALAU)**

**ANNEX III-2 PO (PALAU)**

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Project period: 2011 - 2015 (5 years)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs. [Regional])  2. To be identified thru discussions with each PIC [National]	National performance audit report  Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation. [Regional]  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]  3. Total # of experts/trainers who have fulfilled the requirement in the field of as skilled people set by SPREP [National]  4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized thru discussions with each PIC [National]	Mid-term review /terminal evaluation of RS2010 report by SPREP  Newsletters, website and other related reports produced by SPREP  SPREP (Regional inventory of skilled people)  Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010					PICs contributing to the RS2010 Implementation	
#	Priorities		Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAs) of PICs		
1	Sustainable Financing			2. Formulate a plan to implement appropriate economic instruments in each PIC	FSM, Palau, Tuvalu	
2	Integrated SWM	2-1	3Rs/4Rs	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM, Kiribati, Marshall, Samoa, Tuvalu	
		2-2	Waste Disposal	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM, Palau, Samoa, Tonga
		2-3	Waste Collection		12. Develop an action plan for improving the waste collection service.	PNG, FSM, Kiribati, Tonga
3	Legislation			15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT	FSM	
4	Awareness/Communication/Education			18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, Kiribati, Marshall, Palau, Tuvalu	
5	Capacity Building		26. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Palau, Samoa	
6	Environmental Monitoring			31. Develop environmental monitoring plan		
7	Policy, Planning, Performance		34. Strengthen regional coordination of solid waste management.	33. Develop national waste management policy, strategy and action plan	PNG, Tonga	
8	Solid Waste Industry			37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.		
*	Monitoring system of RS2010			Monitoring system of Regional Strategy 2010 is established.	Region-wide	

\*In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

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**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs										
Indicators to the Overall Goal												
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional]		2. To be discussed [National]										
Indicators to the Project Purpose												
1. Level of contributions by the project to the RS2010 implementation [Regional]												
2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]												
		3-1 # of experts/trainers in the field of 3R listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of 3R/Sustainable Financing listed in the SPREP inventory	3-1 # of experts/trainers in the field of semi-aerobic landfill mgt listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory
		4-1 Regional training program organized by Fiji is established.	4-1 Technical capacity for sustainable operation is established.	4-1 Volume of recyclables collected by the recyclers is increased by XX %	4-1 Amount of waste disposal at Bouffa landfill is decreased by XX % 4-2 Capacity of landfill management is enhanced	4-1 To be discussed	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste is reduced by XX %	4-1 Recycling rate for beverage container is increased.	4-1 Amount of waste disposal is decreased by XX % 4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established.	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed
Outputs under the Region-wide project and the project by each PIC												
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM K.Korasa, P.Pehnpel, C.Chuok	Kiribati	Marshall Islands	Palau	Samoa	Tonga	Tuvalu
1						X2 Assessment of economic instruments for minimization of plastic waste			1. Beverage container deposit fee program (sustainable financing system) is enhanced.			5. CDL Feasibility study conducted
2-1		1. Follow-up of implementation of national 3R strategy		1. 3R activities are practiced throughout Honiara	1. Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms.	P2: Development of waste reduction and recycling program C2: Implement 3R study activities	1. Household waste, especially organic waste is minimized through establishment and promotion of compost.	2. Recycling system is improved. 3. Composting system is improved.		1. Waste Minimization is practiced in urban area		1. Operators and workers is enhanced through training
2-2	2. Waste management options for atoll are studied. 3. Standardized waste audit program is developed.		1. Solid waste disposal facility and operation is improved	2. Waste disposal systems are improved in Honiara and Gizo.	2. Existing waste disposal sites (Bouffa and Lugaville) are improved.	X3: Improvement of LF operation P3: Design of sanitary LF closure of existing dump site C3: Construction of Fukuske method LF			3. Final landfill site is improved.	2. Landfill management capacity at Tafisigata and Veleata is increased	1. The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method	
2-3			2. Waste collection in Port Moresby is improved			X1: Improvement of Waste Collection P1: Study of alternative collection system C1: Implementation of collection system	2. Solid waste collection of both BTC and TUG is improved.				2. Solid waste collection service in Vava'u is improved	
3						C4: Legislation of taxation on imports.						
4				3. Lessons and experiences learnt are disseminated in Solomon Islands			3. Community awareness is improved.	1. Awareness and environmental education is improved.	2. Awareness raising on 3R is enhanced.			2. Community awareness is improved. 3. Awareness materials provided and dispatched to public 4. Drafted communication Strategy
5	1. Human capacity of SWM is strengthened through trainings and workshops.	2. Training program of 3R is developed.			3. Capacities for waste management at the national and local government level are enhanced.				4. Training program on 3R/ recycling program is developed.	3. Training program on semi-aerobic landfill management is developed.		
6												
7	4. Regional network among PIC countries is strengthened.		3. Capacity of planning and monitoring of Solid Waste Management in Port Moresby (National Capital District NCDCL) is increased.								3. Base for long-term Solid Waste Management is established in Vava'u	
8												
9	5. Regional system to monitor the RS2010-2015 is established.											

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**ANNEX II-1: Project Design Matrix (PDM) - Region-wide**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs\*

Final Beneficiaries: Citizens of all 11 PICs

Project period: Oct. 2010 for 5 years

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Date issued: date/month, 2010

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Narrative Summary			Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>					
Sustainable management of solid waste in the Pacific Region is enhanced.			Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>					
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).			1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2010 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs			
1	Sustainable Financing				
2-1	3Rs/4Rs				
2-2	Waste Disposal	Output 2: Waste management options for atoll are studied. Output 3: Standardized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP	
2-3	Waste Collection				
3	Legislation				
4	Awareness/Communication/ Education				
5	Capacity Building	Output 1: Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in-country attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	SPREP	
6	Environmental Monitoring				
7	Policy, Planning, Performance	Output 4: Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP	
8	Solid Waste Industry				
*	Monitoring system of RS2010	Output 5: Regional system to monitor the RS2010-2015 is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP	
Activities			Inputs		
Please see PO for details.			Japanese Side	SPREP	
			Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Local cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	
			<b>Pre-condition</b>		
			All 11 PICs are committed to the collaboration among them.		

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\*In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

# ANNEX II-2 : REGION-WIDE Plan of Operation (PO)

Term: 2010 ~ 2015 (5years)

Outputs and Associated Activities		Indicators for Outputs	Agencies in charge	2010					2011					2012					2013					2014					2015				
				10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10					
SCC/Eva	Steering Committee ☆						☆				☆						☆						☆							☆			
	Evaluation Studies ☆																	☆												☆			
OUTPUT 1:	<b>Human capacity on SWM is strengthened through trainings and workshops.</b>	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in country attachment programme																															
1-1	Eco-island concept	1-2. Good lessons of 3R are reported.	JICA(AFD)																														
1-1-1	Conduct the trainings in Japan Eco-island concepts	1-3. Good lessons of semi-aerobic landfills are reported.													☆														☆				
1-2	3R concept	1-4 # of cases of improved occupational health	SPREP/FIJI/JICA																														
1-2-1	Conduct the sub-regional training/workshop on 3R	<i>* This activity is conducted in collaboration with Fiji CP (their activity No. 2-2) as well as Palau CP (their activity No. 4-3)</i>				☆						☆					☆											☆					
1-2-2	Hold the regional meeting to promote 3R in the Pacific region											☆																					
1-3	semi-aerobic landfills management		SPREP/SAMOA/JICA																														
1-3-1	Conduct sub-regional training/workshop on semi-aerobic landfill management in Samoa or other countries	<i>* This activity is conducted in collaboration with Samoa CP (their activity No. 3-2)</i>										☆					☆										☆			☆			
1-4	Country Attachment Program		SPREP/JICA																														
1-4-1	Develop the country attachment program																			☆													
1-4-2	Conduct the country attachment program																				☆								☆				
1-5	Occupational health and safety issues		JICA/ILO																														
1-5-1	Investigate and practice the occupational health & safety issues in SWM in collaboration with ILO					☆																											
1-5-2	Conduct a study on solid waste management practices from the occupational health & safety view point						☆																										
1-5-3	Conduct the training/workshop to share the lessons on occupational health & safety issue on SWM																												☆				
OUTPUT 2:	<b>Waste management options for atoll are studied</b>	2-1 # of conceptual plans developed	SPREP/JICA																														
2-1	Review the current practice on waste management options																																
2-2	Develop a draft conceptual plan for atoll islands																																
OUTPUT 3:	<b>Standardized waste audit program is developed</b>	3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP																														
3-1	Review the currently available materials																																
3-2	Develop a draft program on waste audit																																
3-3	Disseminate the draft program throughout the Region																																
OUTPUT 4:	<b>Regional network among PIC countries is strengthened</b>	4-1 J-PRISM page is developed 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP																														
4-1	Develop the page in the SPREP web-site																																
4-2	Issue the Newsletter on SWM twice a year with contribution from 2 PICs																																
4-3	Develop and maintain the project map on SWM																																
4-4	Facilitate the donor coordination through regular meeting at least once a year. (EU, AusAID, NZAID, France, USAID, China, Japan, ADB, UNDP, GEF, UNEP, etc.)																																
OUTPUT 5:	<b>Regional system to monitor the RS2010-2015 is established</b>	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP																														
5-1	Form the taskforce (sub-regional group) to monitor the progress of implementation of RS2010 semi-annually																																
5-2	Conduct the review of the RS2010-2015 (at the time of mid-term / terminal evaluation of J-PRISM)																																

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**ANNEX III-1: Project Design Matrix (PDM) - Palau**

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of Bureau of Public Works (BPW), Ministry of Public Infrastructure, Industry and Commerce(MPIIC) and Solid Waste Management, Korore State

Final Beneficiaries: Citizens of Palau

Project period: Jan, 2011 - Dec, 2015 (5 years)

Implementing Agency: BPW, MPIIC and Korore State

Target Area: Palau

Date issued: October, 2010

20

Narrative Summary			Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>					
Sustainable management of solid waste in the Pacific Region is enhanced			1. To be discussed	To be advised	
<b>Project Purpose</b>					
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)			1. # of experts (Trainers) in the field of 3R/Sustainable financing are listed in the SPREP inventory 2. Recycling rate for beverage container is increased.	SPREP (Regional inventory of skilled people) Records of Recycling Center	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP. 2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs			
1	Sustainable Financing	<b>Output 1:</b> Beverage container deposit fee program (sustainable financing system) is enhanced.	1-1 % of amount of containers redeemed out of imported beverage containers by the end of the Project.	Records of Recycling Center	
2-1	3Rs/4Rs				
2-2	Waste Disposal	<b>Output 3:</b> Final landfill site is improved.	3-1 M-dock is officially closed according to the environmental regulation. 3-2 EIA for the new landfill site is conducted.	Record of BPW	
2-3	Waste Collection				
3	Legislation				
4	Awareness/Communication/ Education	<b>Output 2:</b> Awareness raising on 3R is enhanced.	2-1 Manual/materials for awareness-raising is developed. 2-2 PEEC meetings are conducted on a monthly basis.	Records of BPW	
5	Capacity Building	<b>Output 4:</b> Training program on 3R / recycling program is developed.	4-1 Training manual / materials is developed.	Record of BPW	
6	Environmental Monitoring				
7	Policy, Planning, Performance				
8	Solid Waste Industry monitoring system of RS2010				
*					
Activities			Inputs		
Please see PO for details.			Japanese Side	Palauan side	1. Counterpart personnels keep working in the field of SWM.
			Dispatch of JICA experts	Assignment of National PD/PM and CPs	2. Budget for new dike of M-Dock / preparatory study for new landfill site (EIA) is allocated from Palau National Government.
			Provision of materials of 3R	Local cost sharing	3. Budget for setting up of segregation points are to be allocated from Koror state government.
			Provision of Regional, sub-regional and in-country workshops / training	Provision of necessary land/facility, work space	
					<b>Pre-condition</b>
					Cooperation of community people of the target area is obtained.

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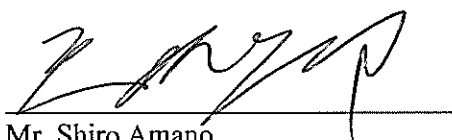
**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) has dispatched the Detailed Planning Survey Team (hereinafter referred to as “the Team”) headed by Mr. Shiro Amano to the Independent State of Samoa (hereinafter referred to as “Samoa”) from August 10 to August 12, 2010 for the purpose of preparation of the technical cooperation regarding the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as “the Project”).

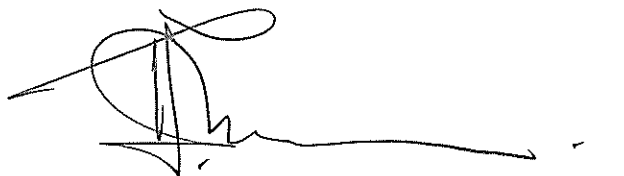
During its stay in Samoa, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Samoan authorities concerned.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Apia, Samoa, August 12, 2010



Mr. Shiro Amano  
Leader,  
Detailed Planning Survey Team,  
Japan International Cooperation  
Agency  
Japan



Mr. Taule'ale'ausumai Tuifuisa'a Laavasa Malua  
Chief Executive Officer,  
Ministry of Natural Resources and Environment  
Independent State of Samoa

## ATTACHED DOCUMENT

### **1. Integration of requests**

In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### **2. Title of the Project**

Samoa side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as “R/D”), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Samoa side, the R/D will be finalized and signed by JICA Samoa office and the Samoan authorities concerned. The R/D includes the draft of Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document will be approved by representatives of fourteen (14) PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Samoan authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

JICA side explained that Project Design Matrix (hereinafter referred to as “PDM”) and Plan of Operation (hereinafter referred to as “PO”) is to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

The duration of the Project would be five (5) years from the date when the first expert(s) arrives.

### **6. Other relevant Issues**

- 1) The Samoan side will explore possible avenues for funding of Activities 2-2 and 2-3 to improve infrastructures.
- 2) Samoan C/Ps are expected to actively assist other PICs especially in the field of management of semi-aerobic landfills to share their knowledge and experience. Such assistance includes dispatch of officers and/or staff to regional/subregional/in-country workshops and training and acceptance of personnel from other PICs as a country attachment program.

Appendix I	Regional Cooperative Framework
Appendix II	Draft of Record of Discussions
Appendix III	Draft M/M for PDM and PO

REGIONAL COOPERATIVE FRAMEWORK  
OF  
THE JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA

The Cooperative Framework of the Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as “the Project”) is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

**For SPREP**

**For JICA**

\_\_\_\_\_  
Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

\_\_\_\_\_  
Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**

**For Republic of Fiji Islands**

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**For Republic of Marshall Islands**

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**For Federated States of Micronesia**

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**For Republic of Kiribati**

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**For Niue**

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**For Republic of Nauru**

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**For Independent State of Papua  
New Guinea**

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**For Republic of Palau**

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**For Independent State of Samoa**

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Hon.Faumuina Tiatia Liuga  
Minister of Natural Resources and  
Environment

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**For Solomon Islands**

**For Kingdom of Tonga**

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**For Tuvalu**

**For Republic of Vanuatu**

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## Attachment

### 1. Background

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Japanese Government pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.

## 2. Integration of Requests for Technical Cooperation

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

## 3. Title of the Project

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

## 4. Objectives

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.



## **5. Master Plan of the Project**

The Project will be implemented in accordance with the Master Plan:

1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

## **6. Structure of the Project**

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

### **6.1 Composition and Terms of the Steering Committee Members**

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members

and official representatives present in the Meeting.

## **6.2 Functions of the Steering Committee**

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

## **6.3 Composition and Terms of the Joint Coordinating Committee**

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (Project Director and Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

## **6.4 Functions of the JCC**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

## **6.5 Composition and Terms of the Project Office**

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

### **6.6 Functions of the Project Office**

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

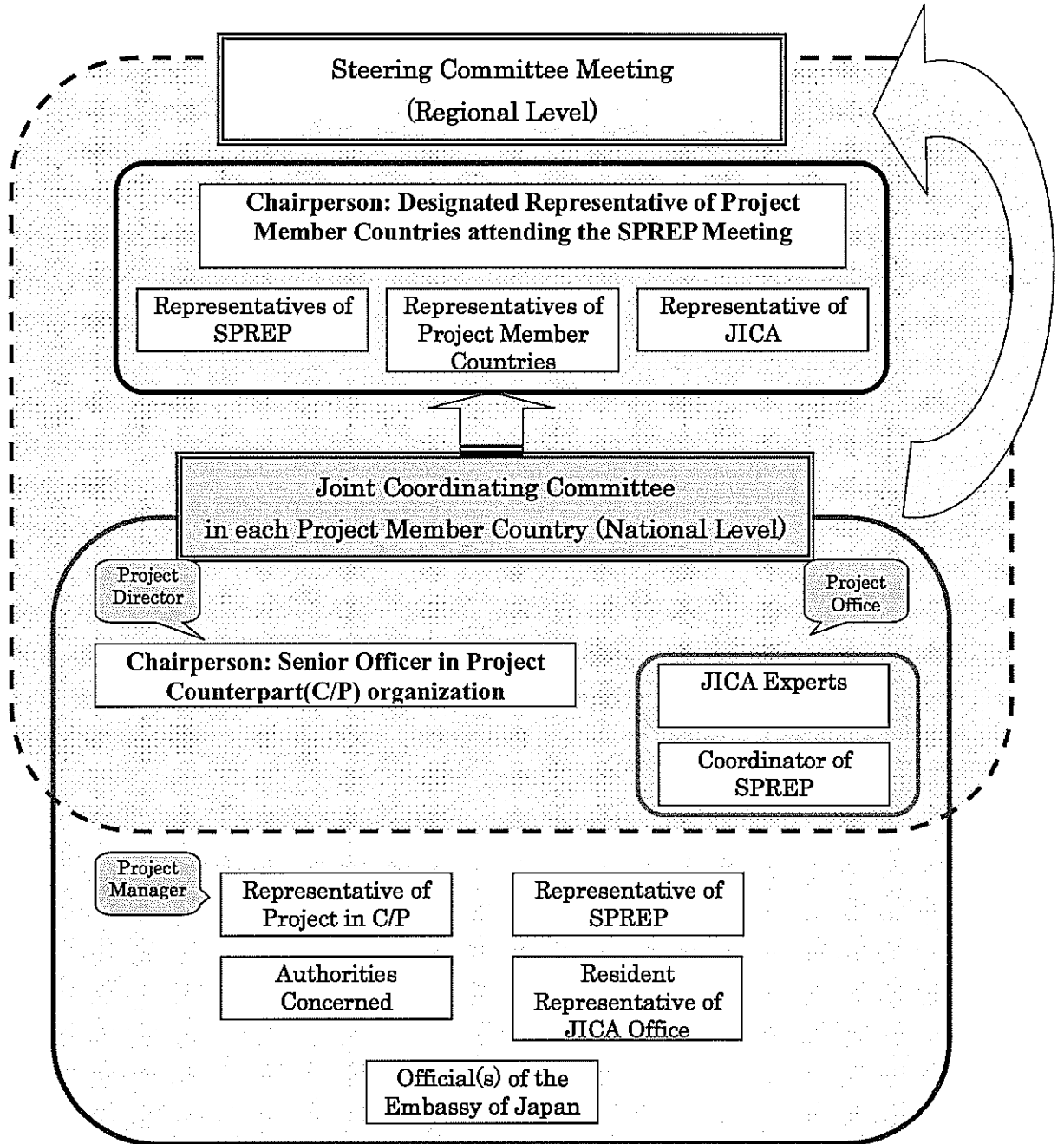
### **6.7 Monitoring and Evaluation**

Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the project.

### **7. Technical Cooperation**

JICA will extend a package of technical co-operation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical co-operation at the national level therefore will vary from one country to another.

**ANNEX-1: Organization Structure**



**ANNEX-2: General Activity Plan**

- I. Main Activities at the Regional Level (November 2010-October 2015)
  - 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
  
- II. Main Activities at the National Level (November 2010-October 2015)

Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.

  - 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
  
- III. Inputs from Japanese Side
  - 1) Dispatch of JICA Experts to assist in enhancing capacity of the host country and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Funding support for pilot projects to enhance capacity of the host country and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Support from other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.

IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager (National Coordinator) and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

V. Inputs from SPREP

- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

- END -

Appendix II Draft of Record of Discussions

(DRAFT)  
RECORD OF DISCUSSIONS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON  
SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES (J-PRISM)

The Japanese Detailed Planning Survey Team (hereinafter referred to as “the Team”) organized by Japan International Cooperation Agency (hereinafter referred to as “JICA”) and headed by Mr. Shiro Amano, visited the Independent State of Samoa (hereinafter referred to as “Samoa”) from August 10 to August 12, 2010 for the purpose of working out the details of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM).

During its stay in Samoa, the Team exchanged views and had a series of discussions with the Samoan authorities concerned with respect to desirable measures to be taken by JICA and the Government of Samoa for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Team and the Samoan authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Apia, Samoa, date month 2010

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Mr. Manabu Aiba  
Resident Representative  
JICA Samoa Office  
Japan International Cooperation Agency

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Mr. Taule'ale'ausumai Tuifuisa'a Laavasa Malua  
Chief Executive Officer,  
Ministry of Natural Resources and Environment  
Independent State of Samoa

**THE ATTACHED DOCUMENT**

**I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF SAMOA**

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as “the Project”) is regional cooperation among Pacific Island Countries (PICs) based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

**II. MEASURES TO BE TAKEN BY JICA**

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 of Japan.

1. **DISPATCH OF JICA EXPERTS**  
JICA will provide the services of the JICA 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 Samoa upon being delivered C.I.F. (cost, insurance and freight) to the Samoan authorities concerned at the ports and/or airports of disembarkation.
3. **TRAINING OF SAMOAN PERSONNEL IN JAPAN**  
JICA will receive the Samoan personnel connected with the Project for technical training in Japan.



**III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF SAMOA**

1. The Government of Samoa 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.
2. The Government of Samoa will ensure that the technologies and knowledge acquired by the Samoan nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Samoa.
3. The Government of Samoa will grant in Samoa privileges, exemptions and benefits as listed in Annex V and will grant privileges, exemptions and benefits no less favorable than those granted to experts of third countries or international organizations performing similar missions to the JICA experts referred to in II-1 above and their families.
4. The Government of Samoa will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the JICA experts referred to in Annex III.
5. The Government of Samoa will take necessary measures to ensure that the knowledge and experience acquired by the Samoan personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in Samoa, the Government of Samoa will take necessary measures to provide at its own expense:
  - (1) Services of the Samoan counterpart personnel and administrative personnel as listed in Annex VI;
  - (2) Land, buildings and facilities as listed in Annex VII;
  - (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 under II-2 above ;
  - (4) Means of transport and travel allowances for the JICA experts for official travel within Samoa; and
  - (5) Suitably furnished accommodation for the JICA experts and their families.

## Appendix II Draft of Record of Discussions

7. In accordance with the laws and regulations in force in Samoa, the Government of Samoa will take necessary measures to meet:
  - (1) Expenses necessary for transportation within Samoa of 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 Samoa on the Equipment referred to in II-2 above; and
  - (3) Running expenses necessary for the implementation of the Project.

### IV. ADMINISTRATION OF THE PROJECT

1. Chief Executive Officer, Ministry of Natural Resources and Environment, as the National Project Director, will bear the responsibility for the administration and implementation of the Project.
2. Assistant Chief Executive Officer, Division of Environment and Conservation, Ministry of Natural Resources and Environment, as the National Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the National Project Director and the National Project Manager on any matters pertaining to the implementation of the Project.
4. The JICA experts will give necessary technical guidance and advice to the Samoan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VIII.

### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the authorities concerned of Samoa and JICA, at the middle and during the last six (6) months of the cooperation term in order to examine the level of achievement.

**VI. CLAIMS AGAINST JICA EXPERTS**

The Government of Samoa undertakes to bear claims, if any arises, against the JICA 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 Samoa except for those arising from the willful misconduct or gross negligence of the JICA experts.

**VII. MUTUAL CONSULTATION**

There will be mutual consultation between JICA and the Government of Samoa on any major issues arising from, or in connection with this Attached Document.

**VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Samoa, the Government of Samoa will take appropriate measures to make the Project widely known to the people of Samoa.

**IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched.

<b>ANNEX I</b>	<b>REGIONAL COOPETATIVE FRAMEWORK</b>
<b>ANNEX II</b>	<b>MASTER PLAN</b>
<b>ANNEX III</b>	<b>LIST OF JICA EXPERTS</b>
<b>ANNEX IV</b>	<b>LIST OF MACHINERY AND EQUIPMENT</b>
<b>ANNEX V</b>	<b>PRIVILEGES, EXEMPTION AND BENEFITS FOR JICA EXPERT</b>
<b>ANNEX VI</b>	<b>LIST OF COUNTERPART PERSONNEL OF SAMOA</b>
<b>ANNEX VII</b>	<b>LIST OF LAND, BUILDING AND FACILITIES</b>
<b>ANNEX VIII</b>	<b>JOINT COORDINATING COMMITTEE</b>

**Appendix II Draft of Record of Discussions**

**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**



## Appendix II Draft of Record of Discussions

### ANNEX II MASTER PLAN

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries

2. Framework of the Project

(1) Objective

Overall Goal:

Sustainable management of solid waste in the Pacific Region is enhanced

Project Purpose:

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

(2) Outputs

Output 1: Waste Minimization is practiced in urban area

Output 2: Landfill management capacity at Tafaigata and Valaata is increased.

Output 3: Training program on semi-aerobic landfill management is developed.

(3) Activities

1-1 Conduct Baseline Survey (household/commercial solid waste generation - urban area)

1-2 Develop the plan of pilot project

1-3 Conduct Awareness programs on the waste segregation pilot project

1-4 Implement the pilot project of waste segregation at source (Urban Area of Apia)

1-5 Promote and disseminate information on 3Rs across communities and schools

1-6 Promote green composting among communities and schools

1-7 Promote review and enforce shopping bags regulation

1-8 Monitor the progress of pilot project implementation by conducting survey (# of household/commercial solid waste generation - urban area and # of household which practice waste segregation)

1-9 Develop Waste Minimization Strategy

2-1 Develop and Update a centralized data management system at Tafaigata landfill with a weighbridge system

2-2 Construct a storage facility (warehouse) for special waste (difficult waste, e-waste etc)

2-3 Installation of a fence around the leachate facility compound at Tafaigata landfill for security and trespassers

2-4 Improvement of the leachate facility at Vaiaata landfill

## Appendix II Draft of Record of Discussions

- 2-5 Conduct regular environmental monitoring on a monthly basis at Tafaigata
- 3-1 Develop the training program on semi-aerobic landfill management to be used at the regional training/workshop
- 3-2 Conduct the training for regional training /workshop
- 3-3 Evaluate the training / revise the training program with feedbacks

Note: In case the Master Plan should be changed due to the situation of the Project, JICA and the Government of Samoa will agree to and confirm the changes by exchanging minutes of meetings.



**ANNEX III LIST OF JICA EXPERTS**

1. Japanese Expert
  - 1) Long-term expert (Samoa Base)
    - Chief Advisor
    - Project Coordinator / Training Planning
  - 2) Short-term expert
    - Solid waste management 1
    - Solid waste management 2
    - Project Coordinator / Solid waste management
  
2. Local Expert
  - Solid waste management

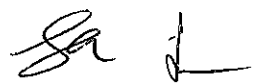
Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.

**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

1. Weighbridge system

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.

Handwritten signature and initials in black ink, consisting of a stylized 'S' and 'L'.



**ANNEX V PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JICA EXPERTS**

1. To exempt from income tax and the other charges of any kind imposed on or in connection with the living allowances remitted for the JICA experts.
2. To exempt from internal tax, custom duties and any other charges imposed on personal household effects of the JICA experts and their families, including one motor vehicle per expert.
3. To use all its available means to provide medical and other necessary assistance to the JICA experts and their families.
4. To issue identification cards to the JICA experts and their families to secure the cooperation of all governmental organizations necessary for the performance of the duties of the experts.
5. To exempt from customs duties for import and export and internal tax of machinery and equipment purchased by the JICA experts in connection with the Project activities.

## Appendix II Draft of Record of Discussions

### ANNEX VI LIST OF COUNTERPART PERSONNEL OF SAMOA

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Chief Executive Officer	Ministry of Natural Resources and Environment	All
2.	National Project Manager	Assistant Chief Executive Officer,	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	All
3.	Project Coordinator	Principal Waste Management Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	All
4.	Project Counterpart	Principal Chemical and Hazardous Waste Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	1
5.	Project Counterpart	Senior Landfill Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	1 & 2
6.	Project Counterpart	Senior Chemical and Hazardous Waste Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	2&3
7.	Project Counterpart	Senior Waste Policy and Planning Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	2&3
8.	Project Counterpart	Waste Management Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	1 & 2
9.	Project Counterpart	Landfill Officer	Division of Environment and Conservation, Ministry of Natural Resources and Environment,	2

## Appendix II Draft of Record of Discussions

### ANNEX VII LIST OF LAND, BUILDINGS AND FACILITIES

1. Land, buildings and facilities necessary for the Project
2. Room space and necessary infrastructure facilities for installation and storage of the equipment
3. Offices and basic logistics facilities for the JICA experts
4. Other facilities mutually agreed upon as necessary

**ANNEX VIII JOINT COORDINATING COMMITTEE**

1. Functions

The Joint Coordinating Committee (hereinafter referred to as “JCC”) will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

- (1) Chairperson: Chief Executive Officer, MNRE
- (2) Samoan side:
  - Counterparts, MNRE
  - Representative of Ministry of Finance
- (3) Japanese side
  - JICA Expert(s) of the Project
  - Representative from JICA Samoa Office
- (4) Other member(s)
  - Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.

**Appendix III Draft M/M for PDM and PO**

**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE ON  
SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES (J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of the Independent State of Samoa (hereinafter referred to as “Samoa”) had a series of discussions for the purpose of working out the details of the technical cooperation program concerning the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

As a result of the discussions, JICA and the Samoan authorities concerned agreed to the matters referred to in the document attached hereto as a supplement to the Record of Discussions (hereinafter referred to as “R/D”).

Apia, Samoa Date, Month, 2010

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Mr. Manabu Aiba  
Resident Representative  
JICA Samoa Office  
Japan International Cooperation  
Agency

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Mr. Taule’ale’ausumai Tuifuisa’a Laavasa Malua  
Chief Executive Officer,  
Ministry of Natural Resources and Environment  
Independent State of Samoa

## Appendix III Draft M/M for PDM and PO

### THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Samoan side and JICA on <date>.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

#### 1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

#### 2 Environmental and Social Considerations

JICA explained JICA's environmental and social guidelines, and that it would be applied to the project. The Samoan side understood the policy of the JICA guidelines and agreed in principle as follows:

- (1) The Samoan side will follow EIA regulations in Samoa for project activities at Tafaigata and Vaiaata landfill sites and take appropriate measures, if necessary. The JICA expert team will provide the technical support to do it.
- (2) The information disclosure such as opening the study report shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (3) In the course of implementation of the Project, public consultation with communities and stakeholders shall be included if necessary.

In view of the Project purpose, both side agreed the Project to follow the laws and regulations in force in Samoa and the JICA guidelines.

ANNEX I	INTEGRATED REFERENCE MATRIX
ANNEX II-1	REGION-WIDE PDM
ANNEX II-2	REGION-WIDE PO
ANNEX III-1	PDM (SAMOA)
ANNEX III-2	PO (SAMOA)

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management In Pacific Island Countries (J-PRISM)

Project period: ●●, 2011 - ●●, 2015 (5 years)

Target Group : C/Ps of 11 PICs※

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)(Regional)  2. To be identified thru discussions with each PIC [National]	National performance audit report  Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation. [Regional]  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]  3. Total # of experts/trainers who have fulfilled the requirement in the field of ●● as skilled people set by SPREP [National]  4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized thru discussions with each PIC [National]	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP  SPREP (Regional inventory of skilled people)  Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010				PICs contributing to the RS2010 implementation
#	Priorities	Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAs) of PICs	
1	Sustainable Financing		2. Formulate a plan to implement appropriate economic instruments in each PIC	FSM, Palau, Tuvalu
2	Integrated SWM	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM, Kiribati, Marshall, Palau, Samoa, Tuvalu
			8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM, Palau, Samoa, Tonga
			12. Develop an action plan for improving the waste collection service.	PNG, FSM, Kiribati, Tonga
3	Legislation		15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT	FSM
4	Awareness/Communication/Education		18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, Kiribati, Marshall, Tuvalu
5	Capacity Building	28. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Samoa
6	Environmental Monitoring		31. Develop environmental monitoring plan	
7	Policy, Planning, Performance	34. Strengthen regional coordination of solid waste management.	33. Develop national waste management policy, strategy and action plan	PNG, Tonga
8	Solid Waste Industry		37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.	
*	Monitoring system of RS2010		Monitoring system of Regional Strategy 2010 is established.	Region-wide

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

30

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs											
Indicators to the Overall Goal													
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional]	2. To be discussed [National]												
Indicators to the Project Purpose													
1. Level of contributions by the project to the RS2010 implementation [Regional]													
2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]													
	3-1 # of experts/trainers in the field of 3R listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of semi-aerobic landfill mgt listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	3-1 # of experts/trainers in the field of ●●● listed in the SPREP inventory	
	4-1 Regional training program organized by Fiji is established.	4-1 Technical capacity for sustainable operation is established.	4-1 Volume of recyclables collected by the recyclers is increased by XX %	4-1 Amount of waste disposal at Bouifa landfill is decreased by xx %	4-2 Capacity of landfill management is enhanced	4-1 To be discussed	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste is reduced by XX %	4-1 To be discussed	4-1 Amount of waste disposal is decreased by XX %	4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established.	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed
Outputs under the Region-wide project and the project by each PIC													
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM K.Kororae, P.Pohnpei, C.Chuuk	Kiribati	Marshal Islands	Palau	Samoa	Tonga	Tuvalu	
1						K1: Assessment of economic instruments for minimization of elastic waste.			2. Sustainable financing system is established.			5. CDL Feasibility study conducted	
2-1		1: Follow-up of implementation of national 3R strategy		1. 3R activities are practiced throughout Honiara	1: Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms.	P2: Development of waste reduce and recycling program C2: Implement 3R study activities	1. Household waste, especially organic waste is minimized through establishment and promotion of compost.	2. Recycling system is improved. 3. Composting system is improved.	1. Follow-up of implementation of NSWMP on 3R	1: Waste Minimization is practiced in urban area		1: Operators and workers is enhanced through training/	
2-2	2: Waste management options for atoll are studied. 3: Standardized waste audit program is developed.		1: Solid waste disposal facility and operation is improved	2: Waste disposal systems are improved in Honiara and Gizo.	2: Existing waste disposal sites (Bouifa and Lugovilla) are improved.	K3: Improvement of LF operation P3: Design of sanitary LF closure of existing dump site C3: Construction of Fukuoka method LF			3. Planning of long-term waste disposal system including a new national landfill and closure of M-Dock landfill.	2: Landfill management capacity at Tafaigata and Valaata is increased	1: The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method		
2-3			2: Waste collection in Port Moresby is improved			K1: Improvement of Waste Collection P1: Study of alternative collection system C1: Implementation of collection system	2. Solid waste collection of both BTC and TUC is improved.				2: Solid waste collection service in Vava'u is improved		
3						C4: Legislation of taxation on imports.							
4				3: Lessons and experiences learnt are disseminated in Solomon Islands			3. Community awareness is improved.	1. Awareness and environmental education is improved				2: Community awareness is improved. 3: Awareness materials provided and dispatched to public 4: Drafted communication Strategy	
5	1: Human capacity of SWM is strengthened through trainings and workshops.	2: Training program of 3R is developed.			3: Capacities for waste management at the national and local government level are enhanced.					3: Training program on semi-aerobic landfill management is developed.			
6													
7	4: Regional network among PIC countries is strengthened.		3: Capacity of planning and monitoring of Solid Waste Management in Port Moresby (National Capital District: NODCI) is increased									3: Base for long-term Solid Waste Management is established in Vava'u	
8													
9	5: Regional system to monitor the RS2010-2015 is established.												

SR  
31



**ANNEX II-1: Project Design Matrix (PDM) - Region-wide**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Project period: Oct. 2010 for 5 years

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Date issued: date/month, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced.		Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).		1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs			
2-2	Waste Disposal	Output 2: Waste management options for atoll are studied. Output 3: Standardized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP
2-3	Waste Collection			
3	Legislation			
4	Awareness/Communication/ Education			
5	Capacity Building	Output 1: Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in country attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	SPREP
6	Environmental Monitoring			
7	Policy, Planning, Performance	Output 4: Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP
8	Solid Waste Industry			
*	Monitoring system of RS2010	Output 5: Regional system to monitor the RS2010-2015 is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP
Activities		Inputs		
Please see PO for details.		Japanese Side	SPREP	
		Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Local cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	
				<b>Pre-condition</b>
				All 11 PICs are committed to the collaboration among them.

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

SPREP  
P-32

ANNEX II-2 : REGION-WIDE Plan of Operation (PO)

Term: 2010 ~ 2015 (5years)

Outputs and Associated Activities			Indicators for Outputs	Agencies in charge	2010		2011					2012					2013					2014					2015				
					10	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	
SCC/Eva	Steering Committee ☆								☆				☆				☆				☆							☆			
	Evaluation Studies ☆																☆											☆			
OUTPUT 1:	<b>Human capacity on SWM is strengthened through trainings and workshops.</b>	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participants in country attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported.																													
1-1	Eco-island concept		JICA(AFD)																												
1-1-1	Conduct the trainings in Japan Eco-island concepts													☆													☆				
1-2	3R concept	1-4 # of cases of improved occupational health	SPREP/FIJI/JICA																												
1-2-1	Conduct the sub-regional training/workshop on 3R	* This activity is conducted in collaboration with Fiji CP (their activity No. 2-2)				☆						☆					☆									☆					
1-2-2	Hold the regional meeting to promote 3R in the Pacific region											☆																			
1-3	semi-aerobic landfills management		SPREP/SAMOA/JICA																												
1-3-1	Conduct sub-regional training/workshop on semi-aerobic landfill management in Samoa or other countries	* This activity is conducted in collaboration with Samoa CP (their activity No. 3-2)																													
1-4	Country Attachment Program		SPREP/JICA																												
1-4-1	Develop the country attachment program																														
1-4-2	Conduct the country attachment program																														
1-5	Occupational health and safety issues		JICA/ILO																												
1-5-1	Investigate and practice the occupational health & safety issues in SWM in collaboration with ILO					☆																									
1-5-2	Conduct a study on solid waste management practices from the occupational health & safety view point						☆																								
1-5-3	Conduct the training/workshop to share the lessons on occupational health & safety issue on SWM																														
OUTPUT 2:	<b>Waste management options for atoll are studied</b>	2-1 # of conceptual plans developed	SPREP/JICA																												
2-1	Review the current practice on waste management options																														
2-2	Develop a draft conceptual plan for atoll islands																														
OUTPUT 3:	<b>Standardized waste audit program is developed</b>	3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	SPREP																												
3-1	Review the currently available materials																														
3-2	Develop a draft program on waste audit																														
3-3	Disseminate the draft program throughout the Region																														
OUTPUT 4:	<b>Regional network among PIC countries is strengthened</b>	4-1 J-PRISM page is developed 4-2 # of Newsletter, # of donor coordination meetings, project map	SPREP																												
4-1	Develop the page in the SPREP web-site																														
4-2	Issue the Newsletter on SWM twice a year with contribution from 2 PICs																														
4-3	Develop and maintain the project map on SWM																														
4-4	Facilitate the donor coordination through regular meeting at least once a year. (EU, AusAID, NZAID, France, USAID, China, Japan, ADB, UNDP, GEF, UNEP, etc.)																														
OUTPUT 5:	<b>Regional system to monitor the RS2010-2015 is established</b>	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	SPREP																												
5-1	Form the taskforce (sub-regional group) to monitor the progress of implementation of RS2010 semi-annually																														
5-2	Conduct the review of the RS2010-2015 (at the time of mid-term / terminal evaluation of J-PRISM)																														

33

**ANNEX III-1: Project Design Matrix (PDM) - Samoa**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group : C/Ps of Ministry of Natural Resources and Environment

Final Beneficiaries: Citizens of Independent State of Samoa

Project period: Nov. 2010 for 5 years

Implementing Agency: Ministry of Natural Resources and Environment

Target Area: Independent State of Samoa

Date issued: Oct. 2010

Narrative Summary			Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>					
Sustainable management of solid waste in the Pacific Region is enhanced			1.To be discussed	To be advised	
<b>Project Purpose</b>					
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)			1. # of experts (Trainers) in the field of semi-aerobic landfill mgt listed in the SPREP inventory 2. Amount of waste disposal is decreased by XX % 3. Regional training program on semi-aerobic landfill mgt conducted by Samoa is established.	SPREP (Regional inventory of skilled people) Project records, MNRE's records	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP. 2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs			
1	Sustainable Financing				
2-1	3Rs/4Rs	<b>Output 1:</b> Waste Minimization is practiced in urban area	1-1 Baseline data are obtained 1-2 # of communities and schools participated in the green composting program 1-3 % of households who practices in waste segregation 1-4 Draft waste minimization strategy is developed and consulted with stakeholders	Project records, MNRE's records	1. Cooperation and commitment of private sectors is obtained.
2-2	Waste Disposal	<b>Output 2:</b> Landfill management capacity at Tafaigata and Valaata is increased.	2-1 Landfill infrastructure is improved in Tafaigata (weighbridge, fence around the leachate facility, a strage facility for special waste) and in Vaiaata (leachate treatment facility) 2-2 Collection and analysis of data using weibridge is maintained 2-3 Periodical environmental monitoring is maintained	Project records, MNRE's records	
2-3	Waste Collection				
3	Legislation				
4	Awareness/Communication/ Education				
5	Capacity Building	<b>Output 3:</b> Training program on semi-aerobic landfill management is developed.	3-1 Training manuals/materials developed by C/Ps	Project report	
6	Environmental Monitoring				
7	Policy, Planning, Performance				
8	Solid Waste Industry				
*	Monitoring system of RS2010				
Activities			Inputs		
Please see PO for details.			Japanese Side	Samoa side	1.Counterpart personnel keep working in the field of SWM. 2. Cooperation of community people of the target area is obtained. 3. Disasters, such as severe rain storm will not drastically affect the progress of project activities. 4. Necessary budget to carry out activities is allocated from the government.
			Dispatch of JICA experts	Assignment of National PD/PM and CP	
			Provision of equipment and materials	Provision of necessary land/facility, work space and equipment	
			Provision of Regional, sub-regional and in-country workshops / training		
			Local cost support	Local cost sharing	
					<b>Pre-condition</b>

Handwritten initials and a signature.



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
KINGDOM OF TONGA  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Makoto Tsujimoto to Kingdom of Tonga (hereinafter referred to as "Tonga") for the purpose of preparation of the technical cooperation regarding Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM) (hereinafter referred to as "the Project").

During its stay in Tonga, the Team exchanged their views and had a series of discussions for the purpose of working out the framework and contents of the Project with the Tongan authorities concerned.

As a result of discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

Nuku' alofa, Tonga, 25 Februry, 2011



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Mr. Makoto Tsujimoto  
Leader  
Detailed Planning Survey Team  
Japan International Cooperation  
Agency  
Japan



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Mr. Asipeli Palaki  
Acting Director  
Ministry of Environment & Climate  
Change

## ATTACHED DOCUMENT

### **1. Integration of requests**

In 2009, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from eleven (11) Pacific Island Countries (PICs), specifically Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of the Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by all the Project Member Country and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven bi-lateral requests will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

### **2. Title of the Project**

Tongan side agreed that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

### **3. Draft of Record of Discussions**

As a result of the discussions, both sides agreed on the draft of Record of Discussions (hereinafter referred to as "R/D"), which stipulates the framework of the Project, shown in Appendix II. After the approval of implementation of the Project by both JICA headquarters and Tongan side, the R/D will be finalized and signed by JICA Tonga office and the Tongan authorities concerned. The R/D includes the signed Regional Cooperative Framework, shown in Appendix I, which shows outline of the Project. The document was approved by representatives of PICs on the occasion of the 21<sup>st</sup> SPREP meeting on Sep. 7, 2010.

The Team explained that the attached R/D was draft and was subject to change in the authorization process by the competent authorities of both sides. The Team also explained that this Minutes of Meetings was a technical document to inscroll discussion results between the Tongan authorities concerned and the Team as a preparation process to formulate R/D.

### **4 Draft of Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)**

The team explained that Project Design Matrix (hereinafter referred to as "PDM") and Plan of Operation (hereinafter referred to as "PO") is to be introduced for the efficient and effective management and evaluation of the Project as shown in Appendix III. The PDM and PO will be reviewed and revised, if necessity arises.

### **5. Duration and Schedule of the Project**

The duration of the Project would be five (5) years from the date when the expert(s) arrives in Independent State of Samoa where Project office will be located.

### **6. Other relevant Issues**

- "To promote and support waste recycling in Vava'u" has been omitted from the Plan of Operation as it will not be directly funded under the Project but from another source to be confirmed later between future discussions with the Project Office to be based in Samoa and JICA Tonga Office.
- All Activities with Planning Aspects under the Project will be directly under the responsibility of the Ministry of Environment and Climate Change, while operational activities are to be managed by the Project Manger based at Vavau and oversee by a National Steering Committee to be selected from government representatives based in Vavau Island

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- The Regional Water Resource Management Project based in Vavau National Steering Committee Representatives are to be considered for the Project in Vavau because of the mutual interest share by both projects in protecting Vavau islands environment and peoples health.
- The Regional Water Resource Management Project based in Vavau given the mutual interest for the protection of environment especially the water quality from identified threats including waste will closely work together with the Project and assist in the implementation of some activities whenever is possible (e.g Leachate monitoring (samples from the dumpsite surrounding will be included in the Regional Water Resource Management Project quarterly existing monitoring activity; waste management issues to be included in the Regional Water Resource Management Project future planned workshops)

Appendix I	Regional Cooperative Framework
Appendix II	Record of Discussions (Draft)
Appendix III	M/M for PDM and PO (Draft)





**REGIONAL COOPERATIVE FRAMEWORK  
OF  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
PROMOTION OF REGIONAL INITIATIVE  
ON  
SOLID WASTE MANAGEMENT (J-PRISM)  
APPROVED ON THE OCCASION OF  
THE 21<sup>st</sup> SPREP MEETING, SEPTEMBER 7, 2010  
MADANG, INDEPENDENT STATE OF PAPUA NEW GUINEA**

The Regional Cooperative Framework of Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) (hereinafter referred to as "the Project") is referred to in the attachment hereto, which is an official document to be used by all concerned bodies after signing by the representatives of Pacific Island Countries (PICs), Secretariat of the Pacific Regional Environment Programme (SPREP) and Japan International Cooperation Agency (JICA).

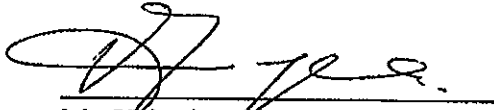
**For SPREP**

Mr. David Sheppard  
Director,  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

**For JICA**

Mr. Kikuo Nakagawa  
Director General,  
Global Environment Department,  
Japan International Cooperation  
Agency (JICA)

**For Cook islands**



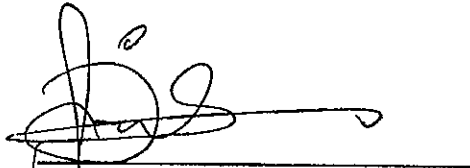
Mr. Vaitoti Tupa  
Director,  
National Environment Service

**For Federated States of Micronesia**



Mr. Andrew R. Yatilman  
Director,  
Office of Environment & Emergency  
Management

**For Republic of the Fiji Islands**



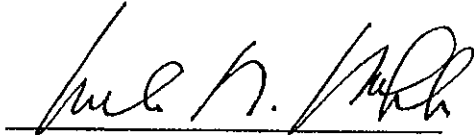
Mr. Jope Davetanivalu  
Director,  
Department of Environment,  
Ministry of Local Government,  
Urban Development,  
Housing and Environment

**For Republic of Kiribati**



Hon. Amberoti Nikora  
Minister,  
Ministry of Environment, Lands  
and Agriculture Development

**For Republic of the Marshall Islands**



Hon. Ruben R. Zackhras  
Minister in Assistance to the President

**For Republic of Nauru**



Mr. Russ J Kun  
Secretary,  
Department of Commerce,  
Industry & Environment

**For Niue**



Mr. Sauni Tongatule  
Director,  
Department of Environment

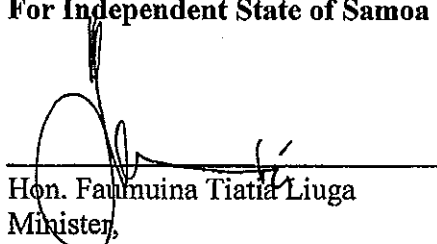
**For Independent State of Papua  
New Guinea**



Dr. Wari Iamo  
Secretary,  
Department of Environment  
and Conservation



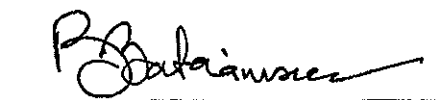
**For Independent State of Samoa**



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Hon. Faumuina Tiatia Liuga  
Minister,  
Ministry of Natural Resources  
and Environment

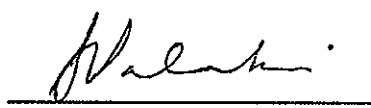
**For Solomon Islands**



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His Excellency Bernard Bata'anasia  
Solomon Islands High Commissioner  
to Papua New Guinea

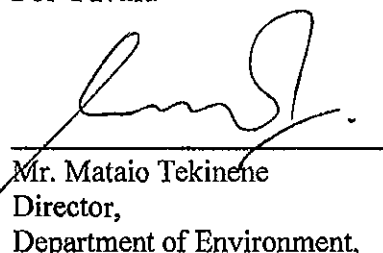
**For Kingdom of Tonga**



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Mr. Asipeli Palaki  
Director,  
Ministry of Environment and  
Climate Change

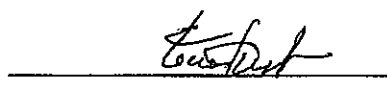
**For Tuvalu**



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Mr. Mataio Tekinene  
Director,  
Department of Environment,  
Ministry of Natural Resources  
and Environment

**For Republic of Vanuatu**



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Hon. Paul Telukluk  
Minister,  
Ministry of Lands and Natural  
Resources

387

112

## Attachment

### 1. Background

Over several decades, waste management has become a major concern for small island countries in the Pacific region as poorly managed waste has the potential to cause negative impacts on national development activities, including tourism and trade, food supplies, public health and the environment. The constraints of geographical isolation, limited resources and technical capabilities have made management of solid waste more difficult for Pacific island countries.

In order to assist PICs in tackling problems associated with solid waste, the Government of Japan pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical co-operation from late 2000 for five years. This included dispatch of experts to the Secretariat of the Pacific Regional Environment Programme (SPREP), holding third country training programs and rehabilitation of the existing landfill as a demonstration project in Samoa using the "Semi-Aerobic Landfill Method." This was further strengthened by technical cooperation projects implemented both on a regional and bi-lateral basis, in response to PALM 2003 and 2006.

For the last ten years, tangible progress has been made in several countries with the assistance of the Government of Japan and other international donor agencies, however improved management of solid waste remains an uncompleted priority in many countries. At the 5<sup>th</sup> PALM in Hokkaido in 2009, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, Republic of the Fiji Islands, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Country"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.

## **2. Integration of Requests for Technical Cooperation**

In respect of the above, it is agreed by all the Project Member Countries and the remaining PICs (i.e. Cook Islands, Nauru and Niue) that:

- 1) Eleven (11) bi-lateral requests for technical cooperation will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist PICs in implementing the Pacific Regional Solid Waste Management Strategy (2010-2015) both at the regional and the national level.
- 3) Project activities at a national level should be determined in consultation with respective Project Member Countries in order to ensure that approved activities meet national priorities.
- 4) The remaining PICs (Cook Islands, Nauru and Niue) will be invited to participate in regional and/or sub-regional activities such as regional workshop and training to be implemented by the Project as appropriate.

## **3. Title of the Project**

All the countries agree that the title of the integrated regional Project will be "J-PRISM" which is an acronym for Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management.

## **4. Objectives**

The following are objectives of the Project:

- a) To assist each Project Member Country in implementing identified priority strategies harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) to realize sustainable solid waste management in areas including Sustainable Financing, Integrated Solid Waste Management, Legislation, Awareness, Communication & Education, Environmental Monitoring, and Policy, Planning & Performance, Solid Waste Industry.
- b) To advance cross-border and region-wide improvement of solid waste management and enhance regional and national capacity for sustainable solid waste management.

## **5. Master Plan of the Project**

The Project will be implemented in accordance with the Master Plan:

### 1) Overall Goal

Sustainable management of solid waste in the Pacific Region is enhanced.

### 2) Project Purpose

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

### 3) Outputs and Activities

\*Outputs and Activities in the Project Member Country will be described in the Record of Discussions between each Project Member Country and JICA.

## **6. Structure of the Project**

The Project is composed of a Steering Committee at the Regional level, a Joint Coordinating Committee at the national level and the Project Office as described in Annex-1.

### **6.1 Composition and Terms of the Steering Committee Members**

The Steering Committee of the Project is composed of the Chairperson, the Project Directors of each Project Member Country, a representative of SPREP, a representative of the Government of Japan and a representative of JICA.

The Steering Committee Meetings will be held once a year coinciding with the annual SPREP Meeting.

The Chairperson of the Steering Committee shall be rotated among Project Member Countries who attend the SPREP Meeting. The role of the Chairperson is to expedite the proceedings of the Steering Committee Meetings with the assistance of the Project Office.

A member who will be unable to attend the Steering Committee Meeting should designate an official representative, through a written notice of representation submitted to the Project Office prior to the meeting. The official representative shall enjoy the same rights as a regular member.

All decisions of the Steering Committee will be made by the consensus of the members and official representatives present in the meeting.

## **6.2 Functions of the Steering Committee**

The Steering Committee has the following functions:

- 1) To formulate policies for the operation of the Project
- 2) To review and approve a five year implementation plan which is harmonized with the Pacific Regional Solid Waste Management Strategy (2010-2015) and annual activity plans
- 3) To periodically review and evaluate on-going activities
- 4) To review and approve ideas for the realization of a self-reliant and self-sustaining Regional Network
- 5) To perform other relevant functions that may be necessary to achieve the objectives of the Project

## **6.3 Composition and Terms of the Joint Coordinating Committee**

The Joint Coordinating Committee (JCC) will be composed of the counterpart organization members at the national level (National Project Director and National Project Manager), representatives of SPREP, and representatives of Japan (JICA experts, Resident Representative of JICA, and Officials of the Embassy of Japan).

## **6.4 Functions of the JCC**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the Project purpose in each Project Member Country. The specific functions of the JCC are:

- 1) To formulate the annual work plan of the Project based on the Tentative Schedule of Implementation within the framework of the Record of Discussions;
- 2) To review and report on the progress of the annual work plan and technical cooperation; and
- 3) To review and exchange opinions on major issues that arise during the implementation of the Project.

## **6.5 Composition and Terms of the Project Office**

The Project Office is established as a coordinating body at the SPREP headquarters in Vailima, Independent State of Samoa. The Project office will be composed of JICA Experts and a Project Coordinator assigned by SPREP.

## **6.6 Functions of the Project Office**

The Project Office has the following functions:

- 1) To prepare and submit an Annual Report of the Project to the Steering Committee;
- 2) To coordinate, monitor and evaluate programs and activities of the Project;
- 3) To assess and report on the accomplishments of the Project;
- 4) To perform other functions as assigned by the Steering Committee from time to time.

## **6.7 Monitoring and Evaluation**

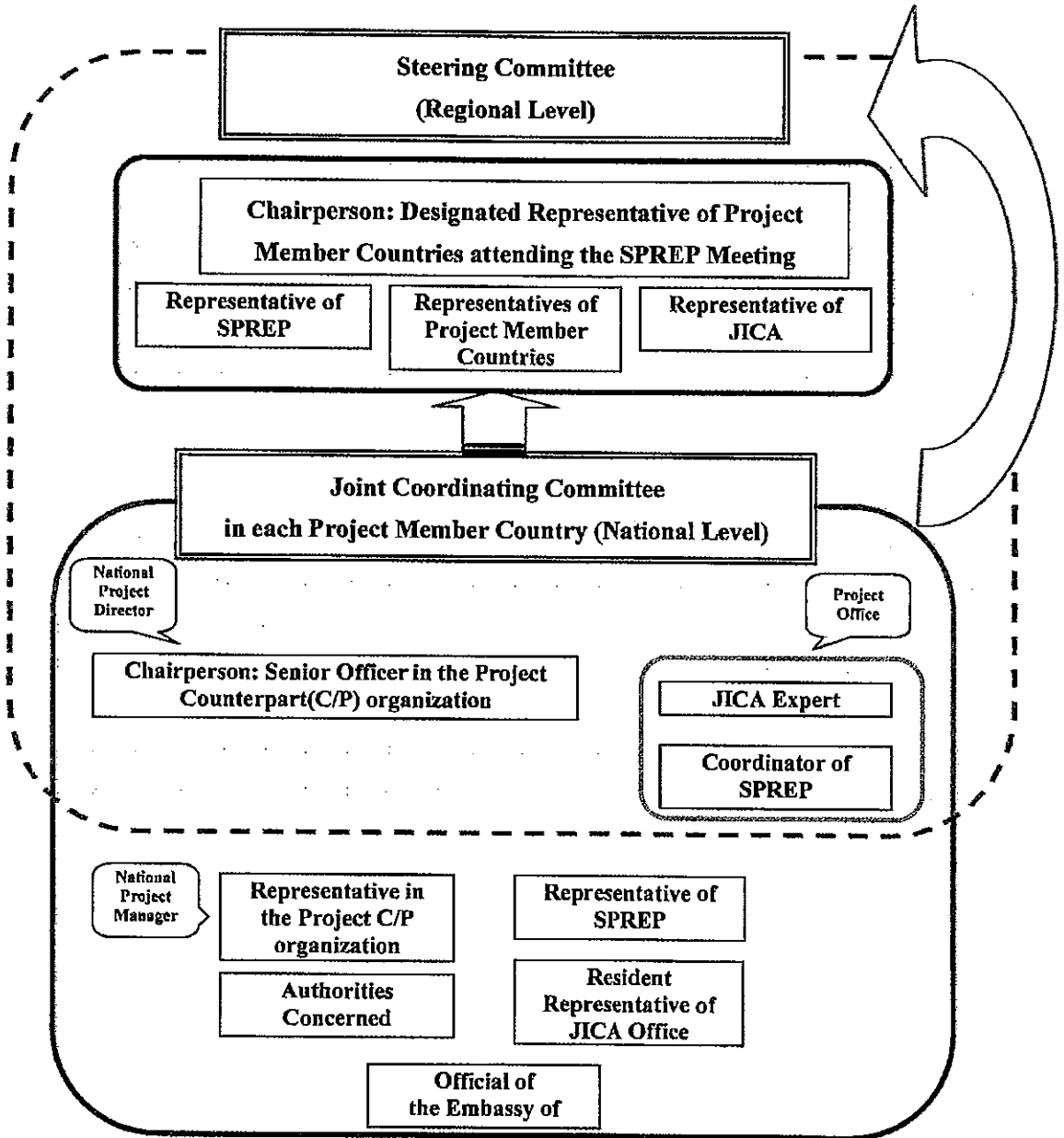
Evaluation of the Project will be conducted jointly by the representatives of Project Member Countries, representatives of SPREP and JICA at the middle and during the last six months of the cooperation term in order to examine the level of achievement and provide recommendations for better implementation of the Project.

## **7. Technical Cooperation**

JICA will extend a package of technical cooperation to Project Member Countries including dispatch of JICA Experts, provision of equipment and/or accepting workshop/training participants, etc., as described in Annex-2, based on a mutual agreement between JICA and respective Project Member Countries. Components of the package of technical cooperation at the national level therefore will vary from one country to another.



**ANNEX-1: Organization Structure**



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## **ANNEX-2: General Activity Plan**

- I. Main Activities at the Regional Level (January 2011-December 2015)
  - 1) Regional workshops and training to be conducted in Japan or in the region
  - 2) Sub-regional and in-country workshops and training for specific subjects
  - 3) Sub-regional meetings for the review of the Regional Strategy
  - 4) Country attachment or exchange program to Japan or a Project Member Country
  
- II. Main Activities at the National Level (January 2011-December 2015)

Activities related to the following key priority areas in the Pacific Regional Solid Waste Management Strategy (2010-2015) will be implemented in accordance with the plan of operation of the Project Member Countries.

  - 1) Sustainable Financing
  - 2) Integrated Solid Waste Management
  - 3) Legislation
  - 4) Awareness Communication and Education
  - 5) Capacity Building
  - 6) Environmental Monitoring
  - 7) Policy, Planning and Performance
  - 8) Solid Waste Industry
  
- III. Inputs from Japanese Side
  - 1) Dispatch of JICA Experts to assist in enhancing capacity of Project Member Countries and the counterpart organization as well as individual personnel through implementation of project activities
  - 2) Provision of equipment and materials required for the implementation of the Project at national level
  - 3) Implementation of pilot projects to enhance capacity of Project Member Countries and the counterpart organization as well as individual personnel through implementation of such pilot projects
  - 4) Holding regional, sub-regional and in-country workshops/training
  - 5) Effective arrangement of other development assistance schemes such as Japan Overseas Cooperation Volunteers / Senior Volunteers, JICA Partnership Program and Grant Assistance for Grass-roots Human Security Projects.

IV. Inputs from Project Member Countries

- 1) Assignment of the National Project Director, National Project Manager and Counterpart Personnel throughout the project period
- 2) Sharing local costs for the project activities in the country
- 3) Provision of necessary land, facility, work space, etc. for the implementation of project activities

V. Inputs from SPREP


- 1) Assignment of a Project Coordinator
- 2) Logistical support (including allocation of office space)
- 3) Facilitation of regional and in-country training and workshops

- END -

**(DRAFT)**  
**RECORD OF DISCUSSIONS**  
**BETWEEN**  
**JAPAN INTERNATIONAL COOPERATION AGENCY AND**  
**THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF**  
**KINGDOM OF TONGA**  
**ON JAPANESE TECHNICAL COOPERATION PROJECT**  
**FOR PROMOTION OF REGIONAL INITIATIVE**  
**ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES**  
**(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of Kingdom of Tonga (hereinafter referred to as “Tonga”) had a series of discussions with respect to desirable measures to be taken by JICA and the Government of Tonga for the successful implementation of the above-mentioned Project.

As a result of the discussions, the Tongan authorities concerned and JICA agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Nuku’ alofa, Tonga , 2011

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Mr. Makoto Tsujimoto  
Resident Representative  
Tonga Office  
Japan International Cooperation Agency  
Japan

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Hon. Lord Ma’afu Tukui’aulahi  
Minister for Environment and Climate Change  
Ministry of Environment and Climate Change

**THE ATTACHED DOCUMENT**

**I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF TONGA**

1. Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (hereinafter referred to as "the Project") is regional cooperation among Pacific Island Countries (PICs) based on the Regional Cooperative Framework which is given in Annex I.
2. However, implementation of the Project will partially follow the bilateral cooperation procedure of JICA and the Government of Japan.
3. The Project will be implemented in accordance with the Master Plan which is given in Annex II.

**II. MEASURES TO BE TAKEN BY JICA**

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 of Japan.

**1. DISPATCH OF JICA EXPERTS**

JICA will provide the services of the JICA 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 Tonga upon being delivered C.I.F. (cost, insurance and freight) to the Tongan authorities concerned at the ports and/or airports of disembarkation.

**3. TRAINING OF TONGAN PERSONNEL IN JAPAN**

JICA will receive and/or dispatch the personnel of the Government of Tonga connected with the Project for technical training in Japan and/or other countries.

**III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF TONGA**

1. The Government of Tonga 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.

## Appendix II Record of Discussions (Draft)

2. The Government of Tonga will ensure that the technologies and knowledge acquired by the Tongan nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Tonga.
3. The Government of Tonga will grant in Tongan privileges, exemptions and benefits as listed in Annex V and will grant privileges, exemptions and benefits no less favorable than those granted to experts of third countries or international organizations performing similar missions to the JICA experts referred to in II-1 above and their families.
4. The Government of Tonga will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the JICA experts referred to in Annex III.
5. The Government of Tonga will take necessary measures to ensure that the knowledge and experience acquired by the Tongan personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in Tonga, the Government of Tonga will take necessary measures to provide at its own expense:
  - (1) Services of the Tongan counterpart personnel and administrative personnel as listed in Annex VI;
  - (2) Land, buildings and facilities as listed in Annex VII;
  - (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 under II-2 above ;
  - (4) Means of transport and travel allowances for the JICA experts for official travel within Tonga; and
7. In accordance with the laws and regulations in force in Tonga, the Government of Tonga will take necessary measures to meet:
  - (1) Expenses necessary for transportation within Tonga of 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 Tonga on the Equipment referred to in II-2 above; and

## Appendix II Record of Discussions (Draft)

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

### IV. ADMINISTRATION OF THE PROJECT

1. The Acting Director of the Ministry of Environment and Climate Change (MECC), as the National Project Director, will bear the overall responsibility for the administration and implementation of the Project.
2. MECC Officer in Charge in Vavau Island, and Ministry of Health Officer in Charge in Vava'u, as the National Project Managers, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the National Project Director and the National Project Managers on any matters pertaining to the implementation of the Project.
4. The JICA experts will give necessary technical guidance and advice to the Tongan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established and whose functions and composition are described in Annex VIII.

### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the authorities concerned of Tonga and JICA.

Mid-term review will be conducted at the end of 3rd year of the cooperation term in order to fully examine the level of achievement of the Project from the regional as well as national standpoint. The Project Design Matrix (PDM) and the Plan of Operation (PO) will be revised accordingly, reflecting the results of the Mid-term review. The revised PDM and PO need to be discussed and approved by the Joint Coordinating Committee. Any changes regarding the regional matter as a result of the Mid-term review will be consulted with the Steering Committee for its approval.

Terminal evaluation will be conducted during the last six (6) months of the cooperation term in order to fully evaluate the overall achievement of the Project and make recommendations on the project regarding the measures to be taken for the remaining period.

## Appendix II Record of Discussions (Draft)

### **VI. CLAIMS AGAINST JICA EXPERTS**

The Government of Tonga undertakes to bear claims, if any arises, against the JICA 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 Tonga except for those arising from the willful misconduct or gross negligence of the JICA experts.

### **VII. MUTUAL CONSULTATION**

There will be mutual consultation between JICA and the Government of Tonga on any major issues arising from, or in connection with this Attached Document.

### **VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of Tonga, the Government of Tonga will take appropriate measures to make the Project widely known to the people of Tonga.

### **IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from the date when the first expert(s) is (are) dispatched in Independent State of Samoa where Project office will be located.

<b>ANNEX I</b>	<b>REGIONAL COOPERATIVE FRAMEWORK</b>
<b>ANNEX II</b>	<b>MASTER PLAN</b>
<b>ANNEX III</b>	<b>LIST OF JICA EXPERTS</b>
<b>ANNEX IV</b>	<b>LIST OF MACHINERY AND EQUIPMENT</b>
<b>ANNEX V</b>	<b>PRIVILEGES, EXEMPTION AND BENEFITS FOR JICA EXPERT</b>
<b>ANNEX VI</b>	<b>LIST OF COUNTERPART PERSONNEL OF TONGA</b>
<b>ANNEX VII</b>	<b>LIST OF LAND, BUILDING AND FACILITIES</b>
<b>ANNEX VIII</b>	<b>JOINT COORDINATING COMMITTEE</b>



**ANNEX I REGIONAL COOPERATIVE FRAMEWORK**

**A copy of Signed Regional Cooperative Framework will be attached here later.**



**ANNEX II      MASTER PLAN**

1. Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries

2. Framework of the Project

(1) Objective

Overall Goal:

Sustainable management of solid waste in the Pacific Region is enhanced

Project Purpose:

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015)

(2) Outputs

Output 1: The Existing Solid Waste Disposal Facility and Operation in Vavau is improved using the Semi-aerobic Method

Output 2: Solid Waste Collection in Vavau is Improved

Output 3: Framework and System for Long Term Solid Waste Management in Vavau is established

(3) Activities

1-1 Conduct Site Investigation at the Existing Vavau Dumpsite

1-2 Develop a plan, design and construction for the improvement of the Vavau Dumpsite

1-3 Undertake Environment Impact Assessment

1-4 Develop Maintenance Operation Manual for the Vavau Rehabilitated Dumpsite

2-1 Improvement of Facility, Equipment for Solid Waste Collection such provision of bins, dumpsters and collection vehicles

2-2 Develop a Plan to improve Domestic Waste Collection System

2-3 Conduct Waste Characterization Study for Collection Service Planning

3-1 Establish a Steering Committee involving key stakeholders to oversee the management of solid waste in Vavau

3-2 Develop Solid Waste Management Plan for Vavau

3-3 Monitor Solid Waste Management Plan Implementation in Vavau

3-4 Evaluate the Solid Waste Management Plan and make necessary improvements

Note: In case the Master Plan should be changed due to the situation of the Project, JICA and the Government of Tonga will agree to and confirm the changes by exchanging Minutes of Meetings.

**ANNEX III LIST OF JICA EXPERTS**

1. Japanese Expert

1) Long-term expert (Samoa Base)

Chief Advisor

Project Coordinator / Training Planning

2) Short-term expert

Solid waste management 1

Solid waste management 2

Project Coordinator / Solid waste management

2. Local Expert

Solid waste management

Note:

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.



**ANNEX IV LIST OF MACHINERY AND EQUIPMENT**

1. Provision of equipment will be considered if necessity arises, but subject to availability of budget.

Note: Contents, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.



**ANNEX V PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JICA EXPERTS**

1. To exempt from income tax and the other charges of any kind imposed on or in connection with the living allowances remitted for the JICA experts.
2. To exempt from internal tax, custom duties and any other charges imposed on personal household effects of the JICA experts and their families, including one motor vehicle per expert.
3. To use all its available means to provide medical and other necessary assistance to the JICA experts and their families.
4. To issue identification cards to the JICA experts and their families to secure the cooperation of all governmental organizations necessary for the performance of the duties of the experts.
5. To exempt from customs duties for import and export and internal tax of machinery and equipment purchased by the JICA experts in connection with the Project activities.



Appendix II Record of Discussions (Draft)

**ANNEX VI LIST OF COUNTERPART PERSONNEL OF TONGA**

No	Project Position	Position	Organization	Related Output
1.	National Project Director	Director	Ministry of Environment and Climate Change	All
2.	National Project Manager	Vavau Officer-in-Charge	Ministry of Environment and Climate Change	All
3	Deputy National Project Manager	Vava'u Officer-in-Charge	Ministry of Health	All
4	Counterpart	Chief Environment Officer	Ministry of Environment and Climate Change	-All
5	Counterpart	Senior Environmentalist	Ministry of Environment and Climate Change	All
6	Counterpart	Conservation Officer	Ministry of Environment and Climate Change	All
7	Counterpart	Public Health Inspectors	Ministry of Health	All
8	Counterpart	RWRM Project Coordinator	Ministry of Environment and Climate Change	Output 1
9	Counterpart	Director (Vava'u)	GEO Recycling Co.Ltd	Output 2 & 3
10	Counterpart	Survey Officer	Ministry of Lands, Survey and Natural Resource	Output 1
11	Counterpart	Survey Officer	Ministry of Lands, Survey and Natural Resource	Output 1

Note:

Counterpart personnel will be added as the need arises for the smooth and effective implementation of the Project.

**ANNEX VII LIST OF LAND, BUILDINGS AND FACILITIES**

1. Land, buildings and facilities necessary for the Project
2. Room space and necessary infrastructure facilities for installation and storage of the equipment
3. Offices and basic logistics facilities for the JICA experts;
  - Office spaces at both Offices of the Ministry of Environment and Climate Change in Tongatapu and Vavau will be made available for JICA Experts under this Project
  - Transportation assistance in the implementation of activities.
4. Other facilities mutually agreed upon as necessary



## ANNEX VIII JOINT COORDINATING COMMITTEE

### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues those arise during the implementation of the Project.

### 2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

- 1) Chairperson: Acting Director for Environment and Climate Change, Ministry of Environment and Climate Change
- 2) Vice Chairpaerson: Direcotr for Health, Ministry of Health
- 3) Tongan side
  - 1). Chief Environment Officer, Ministry of Environment and Climate Change
  - 2). Senior Environment Officer, Ministry of Environment and Climate Change
  - 3). Officer-in-Charge, Vava'u, Ministry of Environment and Climate Change
  - 4). Acting Governor of Vava'u, Governor's Office
  - 5). Officer-in-Charge, Vava'u, Ministry of Health
  - 6). Chief Medical Officer, Ministry of Health
  - 7). Acting Director for Works, Ministry of Works
  - 8). Acting Secretary for Finance and National Planning, Ministry of Finance and National Planning
  - 9). Secretary for Lands, Survey and Natural Resources, Ministry of Lands, Survey and Natural Resources
  - 10). Director of Tourism, Ministry of Tourism
  - 11). Managing Director, GIO Recycling
  - 12). Chairperson, Vava'u Environmental Protection Association (VEPA)
  - 13). Solicitor General, Crown Law Department
  - 14) Chief Executive Officer, Waste Authority Ltd.
- 4) Japanese side
  - JICA Expert(s) of the Project
  - Representative from JICA Tonga Office



## Appendix II Record of Discussions (Draft)

### 5) Other member(s)

- Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)


Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon agreement of the JCC.



**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
KINGDOM OF TONGA  
ON JAPANESE TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE  
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES  
(J-PRISM)**

Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the authorities concerned of Kingdom of Tonga (hereinafter referred to as “Tonga”) had a series of discussions for the purpose of working out the details of the technical cooperation program concerning Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries.

As a result of the discussions, JICA and the Tongan authorities concerned agreed to the matters referred to in the document attached hereto as a supplement to the Record of Discussions (hereinafter referred to as “R/D”).

Nuku’ alofa, Tonga  2011

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Mr. Makoto Tsujimoto  
Resident Representative  
Tonga Office  
Japan International Cooperation Agency  
Japan

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Hon. Lord Ma’afu Tukui’aulahi  
Minister for Environment and Climate Change  
Ministry of Environment and Climate Change

## Appendix III M/M for PDM and PO (Draft)

### THE ATTACHED DOCUMENT

This document has been prepared for the better understanding of the R/D agreed upon between the Tongan side and JICA on February 8, 2011.

The main items that had been discussed and agreed upon by both sides are summarized as follows.

#### 1 Project Design Matrix (PDM) at regional and national level and Plan of Operation (PO)

JICA explained that Integrated Reference Matrix as shown in ANNEX I, Region wide PDM and PO as shown in ANNEX II and PDM and PO at national level as shown in ANNEX III is to be introduced for the efficient and effective management and evaluation of the Project. The PDM and PO will be reviewed and revised, if necessity arises.

#### 2 Environmental and Social Considerations

JICA explained JICA's environmental and social guidelines, and that it would be applied to the project. The Tongan side understood the policy of the JICA guidelines and agreed in principle as follows:

- (1) The Tongan side will follow EIA regulations in Tonga for project activities at Vava'u landfill site and take appropriate measures, if necessary. The JICA expert team will provide the technical support to do it.
- (2) The information disclosure such as opening the study report shall be made in order to ensure the participation and dialogues with various stakeholders, in order to achieve appropriate environmental and social considerations.
- (3) In the course of implementation of the Project, public consultation with communities and stakeholders shall be included if necessary.

In view of the Project purpose, both side agreed the Project to follow the laws and regulations in force in Tonga and the JICA guidelines.

**ANNEX I INTEGRATED REFERENCE MATRIX**

**ANNEX II-1 REGION WIDE PDM**

**ANNEX II-2 REGION WIDE PO**

**ANNEX III-1 PDM (TONGA)**

**ANNEX III-2 PO (TONGA)**

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Project period: ●●, 2011 - ●●, 2015 (5 years)

Target Group: C/Ps of 11 PICs

Final Beneficiaries: Citizens of all 11 PICs

Date issued: Month / Date, 2010

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<b>Overall Goal</b>			
Sustainable management of solid waste in the Pacific Region is enhanced	1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)【Regional】  2. To be identified thru discussions with each PIC 【National】	National performance audit report  Regional meetings (reported by each PIC)	
<b>Project Purpose</b>			
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)	1. Level of contributions by the project to the RS2010 implementation.【Regional】  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. 【Regional】  3. Total # of experts(trainers) who have fulfilled the requirement in the field of ●● as skilled people set by SPREP 【National】  4. Achievement results of outcome indicator set for the Project Purpose at the national level. - To be finalized through discussions with each PIC 【National】	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP  SPREP (Regional inventory of skilled people)  Regional meetings (reported by each PIC)	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.

Followings show the framework of RS2010 with actions addressed by the project under each priority item. The contribution by individual project is broken down in the next page.

Framework of RS2010				PICs contributing to the RS2010 implementation		
#	Priorities	Actions addressed by the Project out of all Actions led by SPREP	Actions addressed by the Project out of all Actions led by Coordinating Agencies (CAe) of PICs			
1	Sustainable Financing		2. Formulate a plan to implement appropriate economic instruments in each PIC	Palau		
2	Integrated SWM	2-1	3Rs/4Rs	5. Develop national 4R strategies.	Fiji, Solomon, Vanuatu, FSM(Kosrae), Kiribati, Marshall, Samoa, Tuvalu	
		2-2	Waste Disposal	10. Research and develop suitable disposal techniques for different situations. 11. Develop regional options for managing difficult wastes.	8. Improve existing disposal sites. 9. Develop new landfills.	Region-wide, PNG, Solomon, Vanuatu, FSM (all states), Palau, Samoa, Tonga
		2-3	Waste Collection		12. Develop an action plan for improving the waste collection service.	PNG, FSM(Pohnpei), Kiribati, Marshall, Tonga
3	Legislation		15. Develop and implement enforcement plans in each country. 16. Engage the office of the Attorney General in each PICT			
4	Awareness/Communication/Education		18. Develop a national integrated communication strategy which encompasses social marketing 21. Activate and implement existing education/awareness plans	Solomon, FSM (Kosrae, Yap), Kiribati, Marshall, Palau, Tuvalu		
5	Capacity Building	26. Conduct an annual training course in municipal solid waste management 28. Develop a country attachment scheme. 29. Develop a solid waste training programme in conjunction with regional institutions. 30. Develop and maintain a regional inventory of skilled people.	23. Assess capacity gaps for solid waste management in PICTs 25. Implement capacity building programmes, to address capacity gaps	Region-wide, Fiji, Vanuatu, Palau, Samoa		
6	Environmental Monitoring		31. Develop environmental monitoring plan			
7	Policy, Planning, Performance	34. Strengthen regional coordination of solid waste management.	33. Develop national waste management policy, strategy and action plan	Region-wide, PNG, FSM (all states), Marshall, Tonga		
8	Solid Waste Industry		37. Implement institutional and economic incentives, and subsidies based on market condition which encourage private sector involvement. 38. Provide information and data on the solid waste sector to increase awareness of viable opportunities 39. Cultivate and strengthen partnerships with key stakeholders.			
*	Monitoring system of RS2010		Monitoring system of Regional Strategy 2010 is established.	Region-wide		

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.

**ANNEX I: Integrated Reference Matrix** (Region-wide PDM and National level PDMs are combined to show the consolidated performance of all 12 projects.

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Region-wide contribution		Contributions by each PICs										
Indicators to the Overall Goal												
1. Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.) [Regional]		2. To be discussed [National]										
Indicators to the Project Purpose												
1. Level of contributions by the project to the RS2010 implementation [Regional]												
2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects. [Regional]												
	3-1 # of experts(trainers) in the field of 3R listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of collection of recyclables listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of recycling system listed in the SPREP inventory	3-1 # of experts (Trainers) in the field of 3R/Sustainable financing are listed in the SPREP inventory	3-1 # of experts(trainers) in the field of semi-aerobic landfill mgt listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	3-1 # of experts(trainers) in the field of ●● listed in the SPREP inventory	
	4-1 Regional training program organized by Fiji is established.	4-1 Technical capacity for sustainable operation is established.	4-1 # of initiatives on waste minimization introduced. 4-2 Proportion of recyclables and green waste disposed of at the landfill is decreased by XX%.	4-1 Amount of waste disposal at Bouffa landfill is decreased by xx % 4-2 Capacity of landfill management is enhanced	4-1 Collection rate of general waste and recyclables is increased. 4-2 NSWMS and SSWMSs are officially approved.	4-1 Volume of disposal waste (especially organic waste) is reduced by XX %	4-1 Volume of disposal waste per population is reduced by XX %	4-1 Recycling rate for beverage container is increased.	4-1 Amount of waste disposal is decreased by XX % 4-2 Regional training program on semi-aerobic landfill management conducted by Samoa is established.	4-1 Capacity of community is increased so as to operate and maintain collection to waste disposal	4-1 To be discussed	
Outputs under the Region-wide project and the project by each PIC												
#	Region-wide	Fiji	PNG	Solomon	Vanuatu	FSM	Kiribati	Marshal Islands	Palau	Samoa	Tonga	Tuvalu
1									1: Beverage container deposit fee program (sustainable financing system) is enhanced.			
2-1		1: Follow-up of implementation of national 3R strategy		1. 3R activities are practiced in Honiara and Gizo.	1: Waste disposal amounts in the urban and peri-urban areas are reduced through minimization mechanisms.	Improvement of Collection of General Waste and Recyclables for Kosrae	1. Household waste, especially organic waste is minimized through establishment and promotion of compost.	3. Composting system is improved in Majuro. 5. Solid waste management system is improved in Ebeye.		1: Waste Minimization is practiced in urban area		1: Operators and workers is enhanced through training/
2-2	2: Waste management options for atoll are studied. 3: Standardized waste audit program is developed.		1: Solid waste disposal facility and operation is improved	2: Waste disposal system is improved in Honiara and Gizo.	2: Existing waste disposal sites (Bouffa and Lugaville) are improved.	Improvement of Waste disposal for all states			3: Final landfill site is improved.	2: Landfill management capacity at Talaigata and Valaata is increased	1: The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method	
2-3			2: Waste collection in Port Moresby is improved			Improvement of Collection of General Waste for Pohnpei	2: Solid waste collection of both BTC and TUC is improved.	2: Recycling system is improved in Majuro.			2: Solid waste collection service in Vava'u is improved	
3												
4				3: Lessons and experiences learnt are disseminated in Solomon Islands.		Strengthening of Awareness Raising for Kosrae and Yap	3: Community awareness on solid waste is improved.	4: School-based recycle system is introduced in Majuro.	2: Awareness raising on 3R is enhanced.			2: Community awareness is improved.
5	1: Human capacity of SWM is strengthened through trainings and workshops.	2: Training program of 3R is developed.			3: Capacities for waste management at the national and local government level are enhanced.				4: Training program on 3R / recycling program is developed.	3: Training program on semi-aerobic landfill management is developed.		
6												
7	4: Regional network among PIC countries is strengthened.		3: Capacity of planning and monitoring of Solid Waste Management in Port Moresby (National Capital District: NCDC) is increased			Finalizing of National SWM Strategy and State SWM Strategy for all states		1. NSWMS is implemented.			3: Base for long-term Solid Waste Management is established in Vava'u	
8												
*	5: Regional system to monitor the RS2010-2015 is established.											

*Handwritten initials/signature*

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group: C/Ps of 11 PICs※

Final Beneficiaries: Citizens of all 11 PICs

Project period: Oct. 2010 for 5 years

Implementing Agency: SPREP and C/P agencies of 11 PICs

Target Area: 11 PICs

Date issued: date/month, 2010

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced.		Good SWM practices are applied. (e.g. Issues on SWM of a PIC is resolved by itself or with the collaborative assistance of other PICs.)	National performance audit report	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010).		1. Level of contributions by the project to the RS2010 implementation  2. Total # of good practices which can be applied in other PICs is generated through the activities of the projects.	Mid-term review /terminal evaluation of RS2101 report by SPREP  Newsletters, website and other related reports produced by SPREP	1. Natural disaster would not drastically affect the collaboration among PICs and SPREP.  2. Political changes of PICs would not drastically affect the collaboration among PICs and SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs			
2-2	Waste Disposal	<b>Output 2:</b> Waste management options for atoll are studied. <b>Output 3:</b> Standerdized waste audit program is developed.	2-1 # of conceptual plans developed 3-1 Standardized audit program is developed and disseminated. 3-2 # of countries practicing the audit program	
2-3	Waste Collection			
3	Legislation			
4	Awareness/Communication/ Education			
5	Capacity Building	<b>Output 1:</b> Human capacity of SWM is strengthened through trainings and workshops.	1-1. # of workshops/Trainings conducted, # of participants, # of countries participated, # of participantes incountry attachment programme 1-2. Good lessons of 3R are reported. 1-3. Good lessons of semi-aerobic landfills are reported. 1-4 # of cases of improved occupational health practices	
6	Environmental Monitoring			
7	Policy,Planning, Performance	<b>Output 4:</b> Regional network among PIC countries is strengthened.	4-1 J-PRISM page is developed. 4-2 # of Newsletter, # of donor coordination meetings, project map	
8	Solid Waste Industry			
*	Monitoring system of RS2010	<b>Output 5:</b> Regional system to monitor the RS2010-2015is established.	5-1 Monitoring results are periodically reported from PICs. 5-2 Recommendations and baseline information is established for on-going waste management in the Pacific Region.	
Activities		Inputs		
Please see PO for details.		Japanese Side	SPREP	
		Dispatch of JICA experts Provision of equipment and materials Provision of Regional, sub-regional and in-country workshops / training Loca cost support	Assignment of a Project Coordinator Logistical support (including allocation of office space) Facilitation of regional and in-country training and workshops	
				<b>Pre-condition</b>
				All 11 PICs are committed to the collaboration among them.

※In addition to these 11 PICs, the Republic of Nauru, Niue and Cook Islands will also be assisted in the form of providing trainings and workshops.



**ANNEX III-1: Project Design Matrix (PDM) - Tonga**

PDM: Version 0

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM)

Target Group : C/Ps of Ministry of Environment and Climate Change, Ministry of Health

Final Beneficiaries: Citizens of Vava'u

Project period: 02, 2011 - 01, 2016 (5 years)

Implementing Agency: Ministry of Environment and Climate Change, Ministry of Health

Target Area: Vava'u

Date issued: February XX, 2011

Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b>				
Sustainable management of solid waste in the Pacific Region is enhanced.		1.To be discussed	To be advised	
<b>Project Purpose</b>				
Human and institutional capacity base for sustainable Solid Waste Management in the Pacific Region is strengthened through implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (RS2010)		1. # of experts (Trainers) in the field of ●● listed in the SPREP inventory 2. Capacity of community is increased so as to operate and maintain collection to waste disposal	SPREP (Regional inventory of skilled people) To be advised	1. Natural disaster would not drastically affect the collaboration mechanism of SPREP. 2. Political changes of PIC countries would not drastically affect the collaboration mechanism of SPREP.
#	Priorities under RS2010	Outputs		
1	Sustainable Financing			
2-1	3Rs/4Rs			
2-2	Waste Disposal	<b>Output 1:</b> The existing solid waste disposal facility and operation in Vava'u is improved using the Semi-aerobic Method	1-1 The existing dumpsite is rehabilitated 1-2 Rehabilitated landfill is operated in accordance with operation manuals 2-1 Collection service is provided according to the shedule (plan) 2-2 Frequency and the # of collection points are increased	To be advised
2-3	Waste Collection	<b>Output 2:</b> Solid waste collection service in Vava'u is improved		To be advised
3	Legislation			
4	Awareness/Communication/Education			
5	Capacity Building			
6	Environmental Monitoring			
7	Policy, Planning, Performance	<b>Output 3:</b> Base for long-term Solid Waste Management is established in Vava'u	3-1 Solid waste management plan 3-2 # of meeting held by the technical working group	To be advised
8	Solid Waste Industry			
*	Monitoring system of RS2010			
Activities		Inputs		
Please see PO for details.		Japanese Side	Tonga side	1.Counterpart personnel keep working in the field of SWM. 2. Disasters, such as severe rain storm will not drastically affect the progress of project activities. 3. Necessary budget to carry out activities is allocated from the government.
		Dispatch of JICA experts	Assignment of Natinonal PD/PM and CP	
		Provision of equipment and materials	Local Costs Sharing	
		Provision of Regional, sub-regional and in-country workshops / training	Provision of necessary land/facility, work space	
		Loca cost support		
				<b>Pre-condition</b>
				Cooperation of community people of the target area is obtained.





**QUESTIONNAIRE FOR SPREP  
ON TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE ON SWM (J-PRISM)**

This questionnaire is constructed in accordance with JICA Guideline for Project Evaluation. The questionnaire is consisted of following three parts; 1) brief review of solid waste management in the Pacific Region, 2) project implementation framework and 3) five evaluation criteria. Data and information made available to us are solely used for the purpose of project planning and evaluation planning.

Please answer, in writings, as much as possible. And return the electric file directly to Ms. Shinobu Mamiya (e-mail: [mamiya.shinobu@nifty.com](mailto:mamiya.shinobu@nifty.com)) and Mr. Hiroyuki Doi (e-mail: [hero-doi@mbh.nifty.com](mailto:hero-doi@mbh.nifty.com)) who are in charge of evaluation analysis of the Survey Team at your earliest convenience. Should you have any queries on the content of questionnaires, please do not hesitate to contact them via e-mail.

Thank you so much in advance for your cooperation.

External Consultants on Evaluation Analysis  
Detailed Planning Survey Team, JICA

**1. Brief Review of Solid Waste Management in the Pacific Region**

- a) Please briefly explain the overall progress of implementation of the Pacific Regional Solid Waste Management Strategy (2010-2015) (hereinafter called as "RS2010) since Sept. 2009. Has the implementation been progressed as planned?

Progress of RS2010 implementation

	Priority Areas	Current situation	Needs to be focused
1	Sustainable Financing		
2-1	Integrated SWM	3Rs/4Rs	
2-2		Waste Disposal	
2-3		Waste Collection	
3	Legislation		
4	Awareness/Comm/Educ.		
5	Capacity Building		
6	Environmental Monitoring		
7	Policy, Planning, Performance		
8	Solid Waste Industry		
9	Medical Waste		

- b) Please specify the priority areas which have been shown much progress since last Sep. 2009. And provide us with the reason behind of such progress.
- c) Please specify the priority areas which have been shown the least progress since last Sep. 2009. And provide us with the reason behind of such condition.
- d) Have you noticed any emerging issues which have not been identified as priority areas,

but need much attention for the betterment of SWM in the Pacific Region?

e) How have you been coping with such issues ?

## **2. Project Implementation Framework:**

The Project for the Promotion of Regional Initiative on Solid Waste Management in the Pacific Region (J-PRISM) is to be implemented in collaboration with SPREP, PICs and JICA.

a) Monitoring procedure

For the purpose of project management, it is expected the regular monitoring of project progress should be conducted by the project. Please describe how you intend to monitor the progress of the project, especially for the region-wide activities. (ex. person in charge of monitoring, frequency, the feedback process, etc.)

b) Special considerations

Please explain if you have any special considerations to be given for the project management.

## **3. Five Evaluation Criteria** (from the viewpoint of Relevance, Effectiveness and Sustainability)

### **3-1 Japanese Assistance**

Japanese government has been collaborating with you since 2000. We would like to have your frank opinion on the past Japanese assistance.

a) Please give a specific area which you think that Japanese assistance has been the most effective in strengthening the human capacity of individual PICs or Pacific Region as a whole in the field of solid waste management.

b) Please give a specific area which you think that Japanese assistance has been the most effective in strengthening the institutional capacity of individual PICs or Pacific Region as a whole in the field of solid waste management.

c) Kindly provide us with your reflections for the future collaboration with Japanese government if you have.

### **3-2 Assistance from other donors**

a) Please describe the outline of external assistance toward SPREP in the field of solid waste management. It would be much appreciated if you would provide us with the summary sheet of such information if any.

b) We would like to know good practices exercised by other donor agencies, so that we could apply such practices for our project.

c) We would also like to know any negative situation caused by the external assistance, and any actions taken to remedy such situation. We should also take into account such negative examples as cautions for our project.

### **3-3 Capacity Development**

JICA's technical cooperation is intended to develop capacity of the target country. And many training related activities are planned under the region-wide project.

a) In order to effectively carry out such trainings / seminars / workshop, what are the important points to be considered, especially for the Pacific Region specific?

b) In reference to the Actions No. 22 "Develop regional benchmarks in solid waste management" and No. 30 "Develop and maintain a regional inventory of skilled people" under the RS2010, please explain how you intend to proceed the human resources development for solid waste management in the Pacific Region.

c) In this regard, can we expect that the SPREP will develop the criteria of skilled people to be qualified and listed in the regional inventory?

d) In order to build up the institutional memory of solid waste management for the Pacific Region as a whole, such as to maintain the information sharing mechanism among all PICs, please explain your plan, if any.

### **3-4 Evaluation of the RS2010**

J-PRISM project is to facilitate the implementation of RS2010. One of the important aspects of the project evaluation is how much contribution is made by the project to the implementation of RS2010. For that purpose, we would like to know the framework/plan how you evaluate the achievement of RS2010.

a) Monitoring system of RS2010

We understand that the monitoring of RS2010 is to be conducted semi-annually by submission of the Regional Strategy Monitoring Form (Appendix V of RS2010) from all PICs. Could you please explain how this monitoring system is going on.

b) Indicators

Please provide us with the indicators corresponding to each action or each priority, if they are already determined.

c) Important Assumption of the project

In order to promote regional initiative, what could be the factors which may negatively affect the performance, especially of the SPREP?

**QUESTIONNAIRE FOR PIF COUNTRIES  
ON TECHNICAL COOPERATION PROJECT  
FOR PROMOTION OF REGIONAL INITIATIVE ON SWM (J-PRISM)**

August 5, 2010

This questionnaire is constructed in accordance with JICA Guideline for Project Evaluation as well as the Environmental and Social Consideration. Data and information made available to us are solely used for the purpose of project planning and evaluation. The questionnaire is consisted of four subjects; 1) environmental and social consideration, 2) external assistance, 3) project implementation framework and 4) five evaluation criteria.

Please answer in writing, all the questions which you think, is applicable to you. And return the electric file directly to the consultants of Survey Team at your earliest convenience. Their e-mail addresses are as follows; [mamiya.shinobu@nifty.com](mailto:mamiya.shinobu@nifty.com) and [hero-doi@mbh.nifty.com](mailto:hero-doi@mbh.nifty.com). Thank you so much in advance for your cooperation.

Detailed Planning Survey Team

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**1. Environmental and Social Consideration**

1. Please kindly explain the latest environmental law and provide us with a copy of that law for our study.
2. Please kindly provide us with a copy of the EIA (Environmental Impact Assessment) guidelines or procedural manual.
3. Please describe the conditions that are subject to conduct an EIA or IEE (Initial Environmental Examination) in case of Solid Waste Management, such as rehabilitation of existing disposal site, construction of a new landfill, and closure of the existing disposal site.
4. Outline of the existing disposal site.
  - (1) What are problems and concerns about the existing disposal site?
  - (2) What are complaints from local residents/ communities, if there is any?
  - (3) Are there any disputes or conflicts on the existing disposal site among stakeholders?
  - (4) Please explain mitigating measures you have taken so far in order to solve any of the above problems/complaints/disputes.
  - (5) How are those mitigating measures going on?
  - (6) What are conditions of waste pickers at the disposal site? (The number of waste pickers, their living conditions, their relationships with local communities, etc.).

5. Outline of the candidate site for new disposal site/new sanitary landfill facility, if you have a plan.

(1) Social Environment (Affected and/or related peoples/groups, Land Use, etc.).

(2) Natural Environment (Topography and Geology, Flora and Fauna, and their habitats, River System, etc.).

(3) Pollution (Present condition such as Air, Water, Soil, Noise, Vibration, Possible adverse impacts, Complaints which people have utmost concern, etc.).

**2. Assistance of other donors in the field of Solid Waste Management**

Please explain about the foreign assistance in the field of Solid Waste Management for the past 3 years up to now by filling out the table below. (Please insert the line if needed).

Name of donor	Period of Assistance	Description of assistance
AusAID		
NZ AID		
USAID		
France		
EU		
ADB		
Others		

**3. Project Implementation Framework:**

This is to confirm the planned framework of project implementation at your end.

3-1. Responsible Institution/Organization for project implementation

Please explain the institution/ organization which will be responsible for implementing the project and please provide us with their organization charts.

3-2 CP allocation

How many counterparts will be allocated to carry out the project activities and explain what their responsibilities will be.

3-3. Monitoring procedure

For the purpose of project management, it is expected that the regular monitoring of project progress should be conducted by the project. Please describe how you intend to monitor the progress of the project (ex. section/person in charge of monitoring, frequency, the feedback process, etc.)

3-4. Facilities to be used for project activities

It is necessary to locate space and facilities in order to carry out project activities. Although it may be the short-term basis, the office space for a JICA expert is expected. Please explain how you will accommodate such space and facilities at your end.

3-5. Any special considerations you will give to carry out the activities

Please explain if you have any special considerations to be given to carry out activities.

**4. Five Evaluation Criteria** (From the viewpoints of Relevance and Effectiveness)

4-1 Progress of RS2010 implementation overall

In accordance with the Pacific Solid Waste Management Strategy 2010-2015 (hereinafter called as "RS2010"), please briefly explain the progress of RS2010 implementation of your country by filling out the table below.

Progress of RS2010 implementation

	Priority Areas		Current situation	Needs to be focused
1	Sustainable Financing		ex. Introduced financial schemes Penalties and fines, Permitting Fees, Council taxes	
2-1	Integrated SWM	3Rs/4Rs		
2-2		Waste Disposal		
2-3		Waste Collection		
3	Legislation			
4	Awareness/Comm/Educ.			
5	Capacity Building			
6	Environmental Monitoring			
7	Policy, Planning, Performance			
8	Solid Waste Industry			
9	Medical Waste			

4-2 Specific priority areas which need special mention

a) Please specify the priority area of RS2010 which you have had much progress in your country up to now and explain the reason behind.

b) Could you specify the priority areas of RS2010 which you need much progress in the future and explain the reason behind?

4-3 Japanese Assistance

a) Please describe the positive aspects or merits you have gained through the Japanese assistance for the past 10 years.

b) Please explain technology transferred through Japanese assistance which you have been continuously applying up to now.

4-4 Assistance from other donors

a) In relation to the subject item (2), please explain the positive aspects or merits you have gained through the assistance from other donors.

b) Please explain technology transferred through their assistance which you have been

continuously applying up to now.

#### 4-5 Capacity Development by the project

JICA's technical cooperation is intended to develop capacity of the target country.

a) Please explain about the human capacity that is expected to be strengthened with the project.

b) Please explain about the institutional capacity that are expected to be strengthened with the project

#### 4-6 External factors to be considered

What could be the factors which may negatively affect the performance of the project?



付属資料 1 4. 環境社会配慮現地調査

1. トンガ国

1-1 簡易水質測定結果

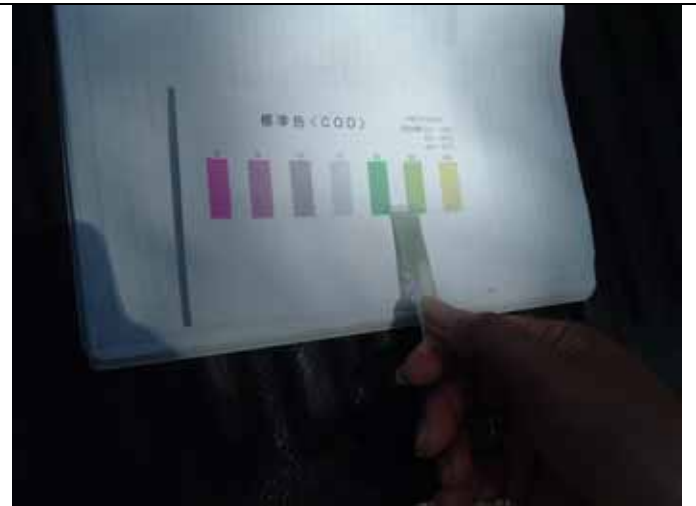
	COD	pH	色	臭い
ババウ(カラカ)処分場脇の水たまり(浸出水の影響を受けていると考えられる地点) (St.1)	20~50	9~10	濁りがある	無し
ババウ(カラカ)処分場から離れたラグーン内(浸出水の影響を受けていないと考えられる地点) (St.2)	5	8~9	透明	無し

採水日：2010年10月29日(金) 測定方法：パックテスト、共立理化学研究所  
 排水の評価の目安(COD 化学的酸素要求量)：  
 10以下 汚れが少ない、10~50 汚れが多い、50以上 汚れがとても多い

採水地点の状況写真



(St.1) ババウ処分場脇の水たまり。



(St.1)採水した水をポリチューブ内に吸いこみ、その水の色を標準色と比較し、COD値を測定している様子。



(St.2) ババウ処分場の北東方向のラグーン内。



(St.2) COD値を測定している様子。

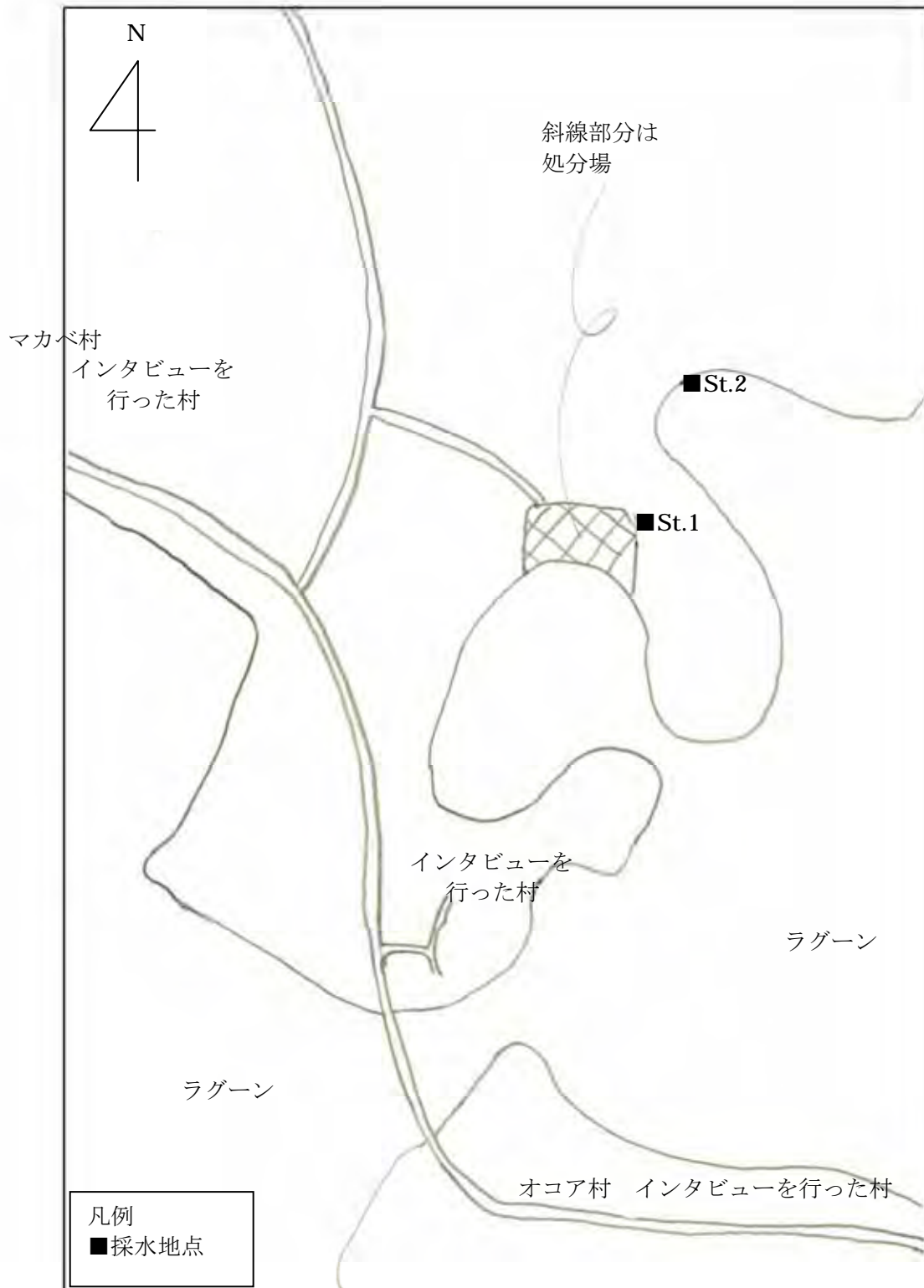


図 1-1 トンガ国 ババウ (カラカ) 処分場の位置図

1-2 現地踏査写真



ババウ処分場の全景。



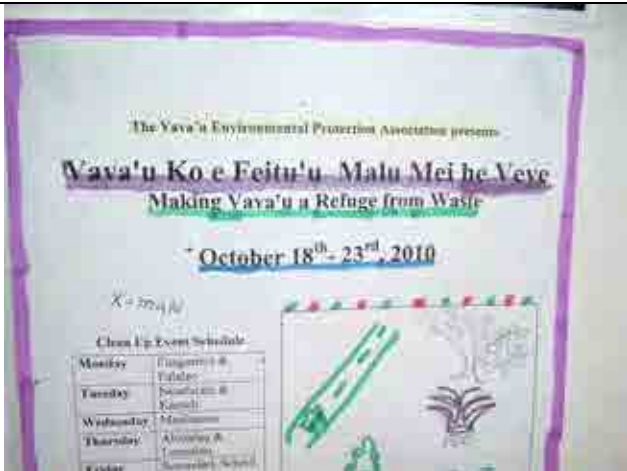
ババウ処分場に持ち込まれるごみ。



対岸のオコア村からババウ処分場を望む。ごみが増えたと火がつけられ野焼き状態になる。風向きによってはオコア村に煙が来るとのこと。



GEF の支援で (IWRM-VAVA'U 2010 プロジェクト)、ババウ処分場の隣に設置された下水汚泥の処理場。まだ使用されていない。IWRM : Integrated Water Resources Management.



NGO である VEPA(Vava'u Environmental Protection Association)がカナダ及び Reef Shipping Company の支援を受けて、街の清掃活動を実施した (2010 年 10 月 18 日~23 日)。



GIO Recycling (Family Owned Business) 飲料缶等の有価物は圧縮機でプレスされ出荷される。

## 2. サモア国

### 2-1 簡易水質測定結果

	COD	pH	色	臭い
バイアタ処分場の浸出水溜め池 (St.1)	20~ 50	9~10	うすい褐色	無し
バイアタ処分場の直上側にある小川 (浸出水の影響を受けていないと考 えられる地点) (St.2)	0~5	6~7	透明	無し
バイアタ処分場の浸出水溜め池の下 方(St.3)	0~5	6~7	透明	無し

採水日： 2010年11月4日(木) 測定方法： パックテスト、共立理化学研究所  
排水の評価の目安 (COD 化学的酸素要求量)：

10以下 汚れが少ない、 10~50 汚れが多い、 50以上 汚れがとても多い

#### 採水地点の状況



(St.1) バイアタ処分場の浸出水溜め池



(St.2) バイアタ処分場の直上側にある小川



(St.3) バイアタ処分場の浸出水溜め池の下方



採水した水の色と比較。左から St.3 (溜め池の下方)、  
St.1 (溜め池)、St.2 (溜め池の直上側)。



図 2-1 サモア国 バイアタ処分場の位置図

2-2 現地踏査写真



海上からサバイ島を望む。バイアタ処分場はサバイ島の東側斜面（標高約 300m）に立地している。



バイアタ処分場の全景（Cell 1）。



バイアタ処分場の近景。



バイアタ処分場の浸出水溜め池。画面中央は太平洋。処分場から海までの距離は約 8Km。



既存のバイアタ処分場の上方（Cell 4）に下水汚泥処理施設の設置が予定されているとのこと。



バイアタ処分場上方の下水汚泥処理施設の設置予定地から上方（Cell 5 から上方）は、Mount Salafai 国立公園に指定（2009 年 8 月）され、植林事業が進行している。

### 3. ソロモン諸島国

#### 3-1 簡易水質測定結果

	COD	pH	色	臭い
Kombito Spring (参考値) (St.4)	0~5	7~8	透明	無し
ラナディ処分場上方の Burns Creek (St.3)	5~10	7~8	透明	若干ある
ラナディ処分場の東側を流れる Burns Creek (St.1)	13~20	8~9	若干褐色	どぶ川の臭い
ラナディ処分場下方の Burns Creek 脇に設置されているコミュニティの井戸 (St.2)	5~10	7~8	透明	無し

採水日：2010年11月10日 測定方法：パックテスト、共立理化学研究所

排水の評価の目安 (COD 化学的酸素要求量)：

10以下 汚れが少ない、 10~50 汚れが多い、 50以上 汚れがとても多い

#### 採水地点の状況写真



(St.4) Kombito Spring



(St.3) ラナディ処分場上方の Burns Creek



(St.1) ラナディ処分場の東側を流れる Burns Creek



(St.2) ラナディ処分場下方に位置するコミュニティの井戸

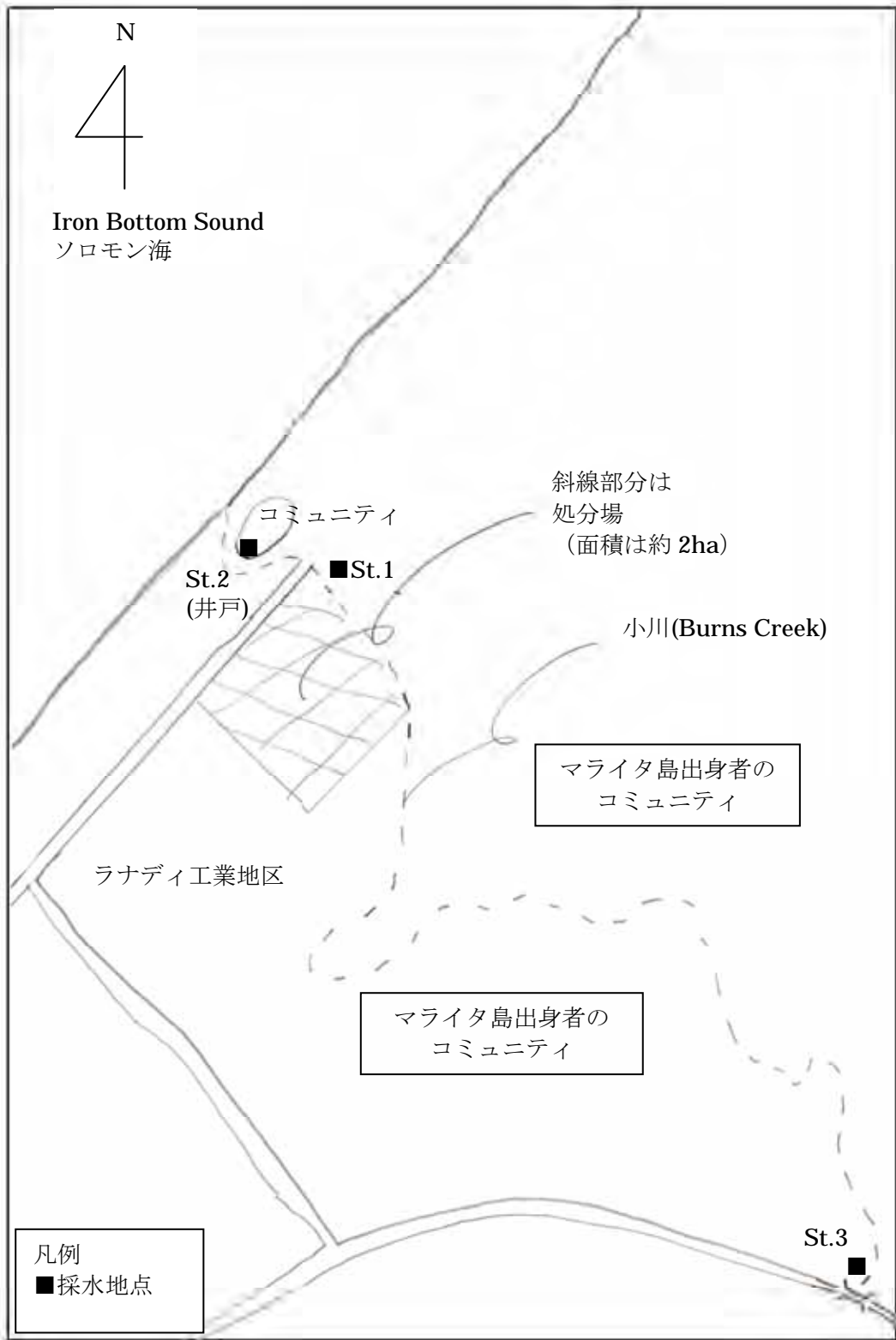


図 3-1 ソロモン諸島国 ホニアラのラナディ処分場の位置図



3-2 現地踏査写真



飛行機から見たラナディ処分場。画面中央部の沿岸。画面左端の河川は Lungga 川。



ラナディ処分場の近景。運搬車からごみが下ろされるやいなやウェストピッカーが有価物を回収する。常時煙が上がっている。



ラナディ処分場脇には医療廃棄物用の焼却炉があるものの使用されていない。医療廃棄物は処分場の奥まった場所におろされる。



おろされた医療廃棄物（画面中央の青いポリ袋）には火がつけられ、野焼き状態となる。



ラナディ処分場の東側を流れる Burns Creek には、バキュームカーから汚物が投棄されている。



Burns Creek が海と交わる河口部。干潮時は Creek の水と海水の交換は行われない状況になる。

## 4. パプアニューギニア国

### 4-1 簡易水質測定結果

	COD	pH	色	臭い
バルニ処分場の上方（浸出水の影響を受けていないと考えられる地点） (St.1)	0~5	8	透明	若干ある
バルニ処分場の上方（浸出水の影響を受けていないと考えられる地点） (St.2)	5	8~9	透明	無し
バルニ処分場下方の旧井戸（浸出水の影響を受けていると考えられる地点） (St.3)	50~100	10~11	どぶ川の色	どぶ川の臭い

採水日：2010年11月17日（水） 測定方法：パケットテスト、共立理化学研究所  
 排水の評価の目安（COD 化学的酸素要求量）：  
 10以下 汚れが少ない、 10~50 汚れが多い、 50以上 汚れがとても多い

#### 採水地点の状況写真



(St.1) バルニ処分場の上方にある湧き水  
住民は飲み水として使っている。



(St.2) バルニ処分場の上方にある湧き水  
住民は洗濯やシャワー用水として使っている。



(St.3) バルニ処分場下方の旧井戸  
住民は水道がひかれるまではこの水を飲んでいて。



採水した水の色と比較  
左から St.3、St.2、St.1。

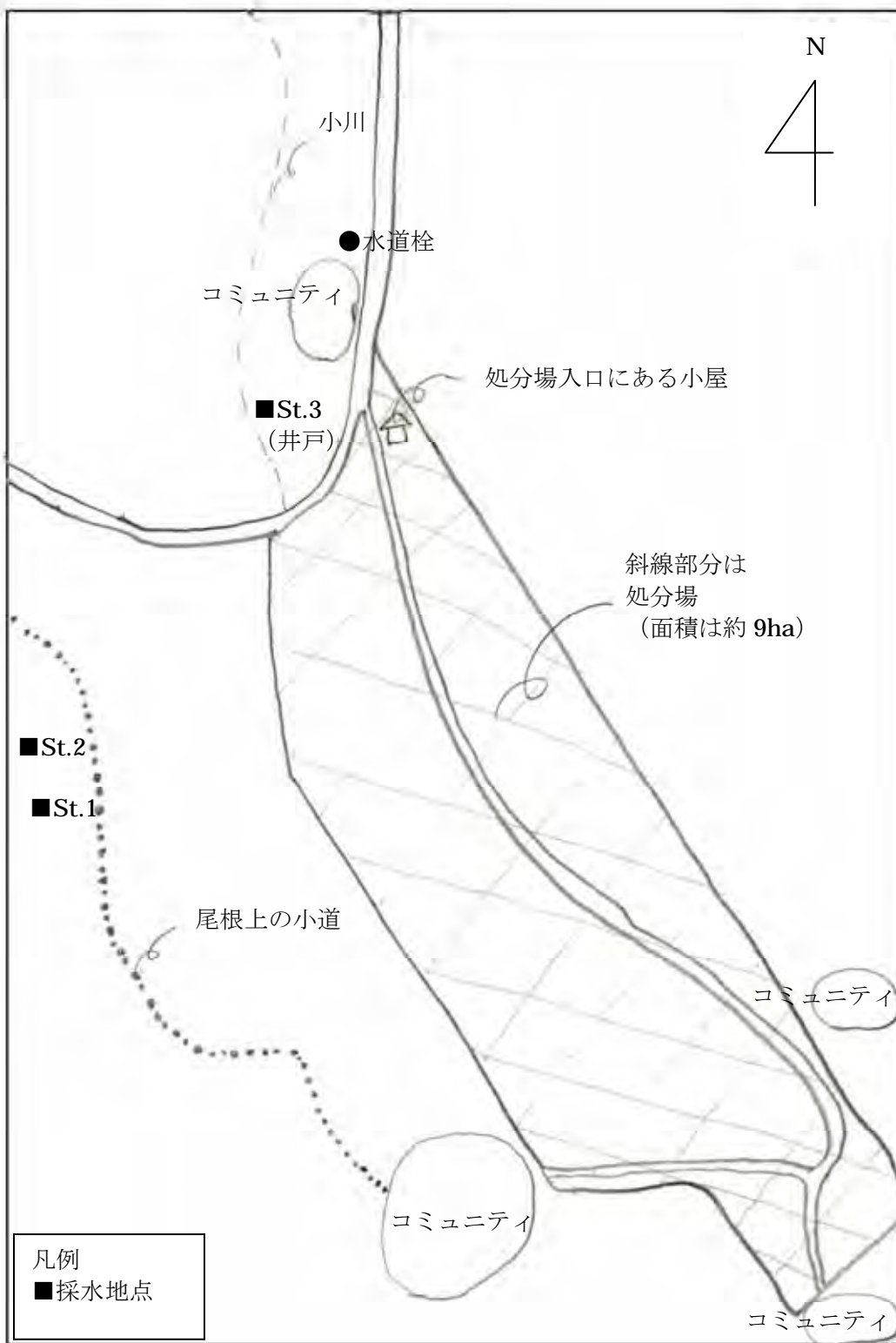


図 4-1 パプアニューギニア国 バルニ処分場の位置図

4-2 現地踏査写真



丘の上からバルニ処分場全体を望む。9月の視察時に比較すると煙の量は少ない。



バルニ処分場の近景。写真中央は、ブルドーザーによって覆土作業が行われている様子。



バルニ処分場に隣接した場所にウェイストピッカーの暮らしの場がある（カスタマリーランド）。



処分場に持ち込まれるレストラン等からの残飯を集め豚の餌としている。子供の教育費等まとまったお金が必要な際に販売し現金を得るとのこと。



お墓。通常は亡くなると出身地に搬送され埋葬されるが、搬送する費用が工面できない人たちはここに眠る。20名程度が埋葬されているとのこと。



バルニ処分場の入口付近にある水道栓。現在、住民は安全な水を得ることができている。

収集資料・参考資料リスト

SPREP

#	資料名	作成年月	作者/発行元	電信	文書
SP-1	Approved Work Programme and Budget for 2010	Nov. 17-20, 2009	SPREP		
SP-2	Strategic Plan 2011-2015 (Draft for Comment)	July 2010	SPREP		
SP-3	SPREP 21 <sup>st</sup> SPREP Meeting	6-10 Sep 2010	SPREP		
SP-4	RS2010 Implementation Update	June 2010	SPREP		
SP-5	Annual Report 2008	2009	SPREP		
SP-6	Annual Report 2009	2010	SPREP		
SP-7	組織図 Pacific Futures Programme		SPREP		
SP-8	Answers of Questionnaire				

フィジー

#	資料名	作成年月	作者/発行元	電信	文書
F-1	National Solid Waste Management Strategy & Action Plans 2008-2010 ( NSWMP&AP )		DOE		
F-2	Environment Management Act 2005	17 <sup>th</sup> Mar. 2005	Parliament of the Fiji Islands		
F-3	Environment Management [Waste Disposal and Recycling] Regulations 2007		DOE		
F-4	Environment Management [EIA Process] Regulations 2007		DOE		
F-5	Litter Promulgation 2008	15 <sup>th</sup> AUG. 2008	DOE		
F-6	LITTER (AMENDMENT) DECREE 2010	24 <sup>th</sup> MAY 2010	DOE		
F-7	List of Available EIA Reports		DOE		
F-8	EIA Guideline prepared by DOE		DOE		
F-9	Registration Form		DOE		
F-10	Preliminary Information Form		DOE		
F-11	Application for Approval of EIA Report		DOE		
F-12	新聞記事(署名時天野氏インタビュー)				
F-13	DOE Organization Chart		DOE		
F-14	Answers for the Questionnaire				

パプアニューギニア

#	資料名	作成年月	作者/発行元	電信	文書
PN-1	The Environment Act 2000		Parliament of PNG		
PN-2	Guideline for Conduct Impact Assessment and Preparation of Environmental Impact Statement, 1 <sup>st</sup> January 2004	1st Jan. 2004	DEC		
PN-3	NCDC Waste Management Division, Project Report: Solid Waste Characterization in the Rainbow Village Estate, NCD	January 2010	Compiled by David Amos		
PN-4	Organizational Chart of NCDC-Community & Social Services Department		NCDC-Community & Social Services Dept.		
PN-5	事業概要リスト PNG案		JICA PNG 事務所		
PN-6	事業展開計画 PNG		JICA PNG 事務所		
PN-7	Organization Chart for Ministry of Environment and Conservation, NCDC				

PN-8	Answers for the Questionnaire				
PN-9	PNG 情報フォルダー		JICA PNG 事務所		
PN-10	Geological Survey of PNG, フォルダー	1978 年	Dept of Natural Resources		
PN-11	追加質問事項に対する回答	2010 年	NCDC		
PN-12	Country Report (by Mr. Simeon Terina)	2010 年	NCDC		
PN-13	Country Report (by Ms. Vivianne Morofa)	2010 年	NCDC		
PN-14	バルニ処分場概略地図		NCDC		
PN-15	バルニ処分場概略測量図	2008 年	NCDC		

ソロモン諸島

#	資料名	作成年月	作者/発行元	電信	文書
SO-1	National Solid Waste Management Strategy		MECM		
SO-2	The Environment Act 1998		Parliament of Solomon		
SO-3	The Environment Regulations 2008		MECM		
SO-4	EIA Guidelines 2010	April 2010	MECM		
SO-5	組織図 Ministry of Environment, Conservation & Meteorology,				
SO-6	ソロモン新聞記事 Solid Waste article				
SO-7	事業展開計画 (和英文ソロモン:最終版)		JICA ソロモン支所		
SO-8	Answers for the Questionnaire				
SO-9	追加質問事項に対する回答	2010 年			
SO-10	Guadalcanal Province Development Profile	2001	Ministry of Provincial Government and Rural Development		
SO-11	Western Province Development profile	2001	Ministry of Provincial Government and Rural Development		
SO-12	Solomon Physical and Chemical Potable Water Standard	2009			
SO-13	ホニアラ市の既存給水システム、基本設計調査報告書の抜粋	2008 年 12 月	JICA		
SO-14	Monthly Rainfall (Henderson Airport)		Solomon Islands Meteorological Service		
SO-15	ラナディ処分場航空写真 1:1,000		HCC から入手		
SO-16	ラナディ処分場航空写真	2003 年	HCC から入手		
SO-17	ラナディ処分場衛星画像	2010 年	MECM から入手		
SO-18	Statistical Bulletin	2010 年	National Statistics Office		
SO-19	Report on Solid Waste Management and Cemetery	September 2006	HCC		

バヌアツ

#	資料名	作成年月	作者/発行元	電信	文書
VA-1	バヌアツの組織図 Ministry of Land and Natural Resources, Department of Environment Protection and Conservation				
VA-2	Answers for the Questionnaires				
VA-3	バヌアツ事業展開計画				

VA-4	バナアツプファ廃棄物処理場改善プロジェクト事業完了報告書				
VA-5	ブファ処分場マニュアル				
VA-6	ブファ処分場改善工事報告書				
VA-7	ポートピラ市廃棄物管理計画案				
VA-8	専門家業務完了報告書(山本 200809)				

ミクロネシア

#	資料名	作成年月	作者/発行元	電信	文書
YP-1	Chapter 1. Yap State Public Service Corporation				
YP-2	Yap State Environmental Protection Agency Regulations Title II - EIA				
YP-3	Yap State Environmental Quality Protection				
YP-4	Yap State Violations and enforcement.				
YP-5	組織図 DPWT, EPA Yap States				
YP-6	Answers for the Questionnaires				
YP-7	PW&T Propose Plan of Colonial Dump Site				
YP-8	Yap State Recycling Program Regulations				
CK-1	Chuuk State EIA Regulations				
CK-2	組織図 - Chuuk EPA Organization Chart				
CK-3	Answers for the Questionnaires				
PP-1	Performance Audit of Solid Waste Management Fiscal Year 2007-2009 Audit Report NO. 2010-08 (about Pohnpei Final Disposal Site)	Aug. 2010	National Auditor Public Auditor		
PP-2	組織図 -Pohnpei EPA				
PP-3	Answers for the Questionnaires				
KR-1	Administrative Rules of the Kosrae State Legislature	Sep. 30, 2006 (Revised)			
KR-2	Constitution of the State of Kosrae				
KR-3	Kosrae Island Resource Management Authority Regulations for Development Projects				
KR-4	Kosrae Recycling Activities Report 2008-2009 By Micronesia Eco. Inc.	2009	Micronesia Eco Inc.		
KR-5	ボランティア活動報告書(2号)	2010年7月27日	濱崎シニアボランティア		
KR-6	Answers for the Questionnaires				
KR-7	Kosrae State of Action Plan				
KR-8	Kosrae State of Solid Waste Management Strategy				
FSM-1	Federated States of Micronesia National Solid Waste Management Strategy 2010-2014	Oct. 2009	FSM		
FSM-2	FSM Solid Waste Recycling Facility Project - Phase I	Feb. 26, 2007	UNDP		
FSM-3	ミクロネシア事業展開計画		JICA ミクロネシア支所		

キリバス

#	資料名	作成年月	作者/発行元	電信	文書
K-1	Draft National Solid Waste Management Strategy		MELAD		
K-2	Kiribati Environment Act 1999 (amended in 2007)		Parliament of Kiribati		
K-3	KIRIBATI ROAD REHABILITATION PROJECT, ENVIRONMENTAL MANAGEMENT PLAN	August 18, 2010	MINISTRY OF PUBLIC WORKS AND UTILITIES		
K-4	組織図 Ministry of Environment, Lands & Agricultural Development		MELAD		
K-5	Answers for the Questionnaire	2010年	MELAD		

マーシャル諸島

#	資料名	作成年月	作者/発行元	電信	文書
MI-1	Brief Background on the Local Government of Kwajalein Atoll		クワジェリン地方政府担当者		
MI-2	2008 National Waste Strategy Outline (Draft)		MAWC		
MI-3	Majuro Atoll Waste Company, Development Vision 2011		MAWC		
MI-4	組織図- MAWC				
MI-5	Coastal Conservation Act	1988			
MI-6	Endangered Species Act	1975			
MI-7	National Environmental Protection Act	1984			
MI-8	Marine Zones Declaration Act	1984			
MI-9	Plastic Bags, Styrofoam cups and plates, and plastic water bottle prohibition Act	2009			
MI-10	Coastal Management Framework of Marshall Islands	2008, Jan.			
MI-11	Earthmoving Regulations	1989			
MI-12	Environmental Impact Assessment Regulations	1994			
MI-13	Marine Water Quality Regulations	1992			
MI-14	Ozone Layer Protection Regulation	2004			
MI-15	Pesticides and Persistent Organic Pollutants (POPs) Regulations 2004	2004			
MI-16	Public Water Supply Regulations	1994			
MI-17	Solid Waste Regulation	1989			
MI-18	Sustainable Development Regulations				
MI-19	Toilet Facilities and Sewage Disposal Regulations	1990			
MI-20	MAWC Summary Ver3 (SV 発表原稿)		大塚シニアボランティア		
MI-21	マーシャル事業展開計画(2010.6.18).				
MI-22	DEVELOPMENT PLAN 2008				
MI-23	Operation Plan for MAWC Recycling System	2008 Sep.			
MI-24	Answers for RMI Questionare[1]				
MI-25	天野史郎企画調査員業務完了報告書	2005年8月	天野史郎/JICA		
MI-26	マーシャル諸島共和国環礁低地に適した廃棄物管理改善プロジェクト形成調査報告書	2007年2月	国際協力機構		



パラオ

#	資料名	作成年月	作者/発行元	電信	文書
PA-1	Draft of National Solid Waste Management Plan	Feb. 2008	JICA/ Ministry of Resources and Development		
PA-2	Beverage Container Recycling Regulations	August , 2009	MIIPC/MIF, Palau		
PA-3	Chapter 240-1-61 Environmental Impact Statement Regulations		EQPB		
PA-4	Palau 2020 National Master Development Plan – Issues, Options and Strategies for Palau's Development				
PA-5	Republic of Palau- State of Environment Report		By Demei, O.Otobed and Losfa A Maiava		
PA-6	Memorandum of Understanding between Secretariat of the UNCCD and Government of Palau for implementation of the UNCCD in the South Pacific and Nations				
PA-7	組織図 Solid Waste Management Division - Koror State Government , Ministry of Public Infrastructure, Industries &Commerce, BPW				
PA-8	S.B. NO. 7-94 SD1 PD1 Establishing a Recycling Program	Oct. 20, 2006	Republic of Palau		
PA-9	Application Form for Japan's Grant Assistance for Grassroots Human Security Projects				
PA-10	Contract for services by independent Contractor 08-101	August, 2008	Republic of Palau		
PA-11	車輛リスト(パラオ共和国ガラスマウ州、コロール州)	2010年5月			
PA-12	パラオ国廃棄物管理改善プロジェクト終了時評価調査 帰国報告会資料	2008年7月			
PA-13	パラオ国事業計画作業用ペーパー	2010年8月	JICA パラオ支所		
PA-14	Answers for the Questionnaire				

サモア

#	資料名	作成年月	作者/発行元	電信	文書
SA-1	Report on the Outcome of the community based post tsunami waste management & cleaning up pilot project, Samoa	January 2010	Faafetai Sagapolutele, JICA local consultant		
SA-2	Preliminary Assessment on the Generated Waste & Sewage Conditions at the Affected Villages of Aleipata& Lepa Districts	October, 2009	Faafetai Sagapolutele, JICA local consultant		
SA-3	Planning and Urban Management - EIA				
SA-4	Samoa Waste Strategy (Draft)				
SA-5	組織図 Ministry of Natural Resources and Environment, Environment and Conservation Division				
SA-6	事業展開計画		JICA サモア支所		
SA-7	Answers for the Questionnaire				
SA-8	Planning and Urban Management, Environment Impact Assessment	2007	PUMA		
SA-9	Agency Service Charter	2008	PUMA		

SA-10	DCA (Development Consent Application) Form	2008	PUMA		
SA-11	タファイガタ及びパイアタ処分場		MNRE		
SA-12	Action Plan for Vaiaata Landfill	2006	Faafetai Sagapolutele, JICA local consultant		
SA-13	VAIAATA Information		Faafetai Sagapolutele, JICA local consultant		
SA-14	Data at Vaitete Rainfall Station	2008-2009	MNRE		
SA-15	追加質問事項に対する回答	2010年	MNRE		
SA-16	Development Consent, Your short Guide		PUMA から入手		
SA-17	Development Consent, Application Form	2006	Faafetai Sagapolutele, JICA local consultant		
SA-18	Seasonal variations of environment monitoring at Tafaigata landfill	2007-2009	MNRE		
SA-19	地形図 (Upolu West), 1:50,000	2000	Department of Lands, Surveys and Environment		
SA-20	地形図 (Savaii North East), 1:50,000	2000	Department of Lands, Surveys and Environment		

トンガ

#	資料名	作成年月	作者/発行元	電信	文書
TG-1	トンガの組織図 Ministry of Environment & Climate Change		MECC		
TG-2	Answers for the Questionnaires	2010年	MECC		
TG-3	Regulatory_Tonga_Review of legislation_46		MECC		
TG-4	EIA Act 2003	2003	MECC		
TG-5	Hazardous Wastes and Chemicals Act 2010	2010	MECC		
TG-6	Environment Management Act 2010	2010	MECC		
TG-7	Waste Management Project Proposed Steering Committee in Vava'u	2010	MECC		
TG-8	ババウ(カラカ)処分場の衛星画像	2010年	JICA トンガ支所から入手		
TG-9	VAVA'U, Traveler Information		Tropo Ltd, Neiafu, Vava'u		
TG-10	Mt. Talau National Park	2003	Tonga Visitors Bureau		
TG-11	Terms of Reference for Environmental Impact Assessment		MECC		

ツバル

#	資料名	作成年月	作者/発行元	電信	文書
TU-1	ツバルの開発調査、海岸防護・エコシステム評価のプログレスレポート	2010年6月			

その他の参考資料

#	資料名	作成年月	作者/発行元	電信	文書
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1	Pacific Regional Solid Waste Management Strategy 2010-2015	November 2009	SPREP / JICA		
2	A Practical Guide to Landfill Management in Pacific Island Countries	August 2005	SPREP / JICA		
3	サモア国太平洋廃棄物管理プロジェクト終了時評価報告書	平成 22 年 6 月 (2010 年)	独立行政法人 国際協力機構 地球環境部		
4	フィジー国廃棄物減量化・資源化促進プロジェクト中間レビュー調査報告書(案)	平成 22 年 6 月	独立行政法人 国際協力機構 地球環境部		
5	カンボジア、ラオス、マレーシア、ミャンマー、タイ、ベトナムにおける家畜疾病防除計画地域協力プロジェクト(フェーズ 2) 第一次・第二次事前評価調査・実施協議報告書	平成 20 年 2 月 (2008 年)	独立行政法人 国際協力機構 農村開発部		
6	大洋州地域大型廃棄物処理に係る基礎調査	平成 16 年 5 月 (2004 年)	国際協力機構		
7	美しい島の未来のために 大洋州における日本の廃棄物管理分野の協力		独立行政法人 国際協力機構 地球環境部		
8	国境を越える課題 広域協力形成・実施ハンドブッカー	2008 年 3 月	独立行政法人 国際協力機構 国際協力総合研修所		
9	課題別指針 廃棄物管理	平成 21 年 6 月 (2009 年)	独立行政法人 国際協力機構 地球環境部		
10	大洋州に地域における日本の廃棄物管理分野協力の事例調査(未定稿)				
11	外務省ホームページ 各国・地域情報 <a href="http://www.mofa.go.jp/mofaj/area/pacific.html">http://www.mofa.go.jp/mofaj/area/pacific.html</a>				
12	国際機関大洋州諸島センターの概要 <a href="http://www.pic.or.jp/country.html">http://www.pic.or.jp/country.html</a>				