

## Annex 8. 議事録

### 8-1 合同調整会議 (JCC)

Meeting	Phase	No.	Date	Meeting Topic
JCC meeting	1 <sup>st</sup> Phase	1 <sup>st</sup>	11 May, 2012 (Fri)	Explanation of Draft Work Plan
		2 <sup>nd</sup>	23 July, 2012 (Mon)	Approval for Work Plan
		3 <sup>rd</sup>	29 January, 2013 (Tue)	Progress Report for Project Activities done
		4 <sup>th</sup>	29 August, 2013 (Thu)	Progress Report for 1 <sup>st</sup> Phase
	2 <sup>nd</sup> Phase	1 <sup>st</sup>	03 December, 2013 (Tue)	Explanation of Draft Work Plan
		2 <sup>nd</sup>	12 February, 2014 (Wed)	Approval for Work Plan
		3 <sup>rd</sup>	June 12, 2014 (Thu)	Progress Report for Project Activities done
		4 <sup>th</sup>	October 3, 2015 (Thu)	Project Progress Report and Evaluation Report by Terminal Evaluation Mission
		5 <sup>th</sup>	February 6, 2015 (Fri)	Report for Completion of the Project Activities done

1<sup>st</sup> Phase

**Minute of Meeting for 1<sup>st</sup> JCC Meeting**

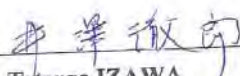
**MINUTES OF MEETING  
ON  
THE FIRST JOINT COORDINATION COMMITTEE  
FOR  
THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR)  
MAPPING AND ROADS DATABASE**

Kampala, May 11, 2012

As a result of discussions on the Draft Work Plan, both parties agreed to the matter referred to in the document attached hereto.

  
A O Mugisa

For Permanent Secretary,  
Ministry of Works and Transport

  
Tetsuro IZAWA

Team Leader  
JICA Expert Team

### THE ATTACHED DOCUMENT

First Joint Coordination Committee meeting was held in the conference room of Central Mechanical Workshop of the Ministry of Works and Transportat Kampala on May 11, 2012 for the explanation and discussion of the Work Plan (Draft) for the Project between the concerned persons from the Government of the Uganda and the JICA experts.

The meeting, chaired by Ag. Director of Engineering & Works/ Engineer-in-Chief of MoWT, started at 14:40.

The details of discussion are as follows:

#### 1. Agenda

The meeting accepted the following Agenda:

- ✓ Opening Remarks by MoWT, the Chairman
- ✓ Remarks from the Chief Representative of JICA Uganda Office
- ✓ Presentation of the Draft Work plan by the JICA Expert Team
- ✓ Discussions about the presentation
- ✓ Closing Remarks

List of participants is shown in ANNEX-1.

#### 2. Opening Remarks by the chairman, MoWT

After the self-introduction of participants, the Chairman, Dr. A. O. Mugisa, the Ag. Engineer in Chief of the MoWT gave a brief history of the project and thanked the Government of Japan for the continued assistance towards the development of Uganda. He further explained that the Community Access roads component had been excluded from the project and will now concentrate on District and Urban Roads.

He was happy to report that during the recent commissioning ceremony of the Gulu - Atiak Road funded by the World Bank, the Acholi people extended their regards to the people and Government of Japan, which provides co-financing to its extension Atiak - Nimule Road.

He promised that the Government of Uganda was, despite some few shortcomings, trying to fulfill the obligations as spelt out in the Minutes of Meeting of 4th November 2011 which include the office space, acquisition of data, and allowance to surveyors (District Engineers).

#### 3. Remarks from The Chief Representative JICA

The Chief Representative JICA, Mr. Tetsuo Seki welcomed the participants to the First Joint Coordination Committee meeting. He highlighted that there was lack of sufficient data in the road sector (despite having the highest budget) and hoped that the Government of Japan acceptance to extend Technical Assistance (TA) would help in bridging the gap.

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He requested for the Government of Uganda to take keen interest since Technical Assistance programs focus on Ownership and Transfer of skills which are critical after JICA phases out. In addition, he stressed the need to have a mechanism for management and update of the data that will built by the project so that it remains useful even after the project has phased out.

He was optimistic that the TA extended would facilitate data acquisition, analysis, planning and eventually promote Economic growth.

He promised the continued support from the Government of Japan.

#### 4. Presentation

Team Leader of JICA Expert Team, Mr. Izawa made the presentation to the participants. Handout of this presentation is shown in ANNEX-2.

#### 5. Discussions

After the presentation by the JICA Expert Team, the following comments were made.

##### 5.1 Comments from Dr. Were Higenyi, Commissioner, Quality Control MoWT

- Is it possible to have a rapid assessment with an objective of increasing the road length to be covered under the project, by the Expert Team?
- Would the IRL be applied to the District Roads as well?
- Will the project also include the Acholi region?
- Was there need to have regional offices for the project?
- Will the Team conduct pavement condition survey on the District roads?

##### Responses from Mr. Izawa, Team Leader of JICA Expert Team

- Technical assistance programmes are quite different approach from Development Studies. Actual field survey as road inventory survey was done by the Study Team in Acholi Master Plan Project as JICA-funded Development Study. However, at this time, this DMR Mapping Project is Technical Cooperation Project. Actual field surveys would be carried out by Government of Uganda Engineers from MoWT and Districts. This would ensure sustainability.
- The Expert Team will start with the Pilot area which is expected to cover 25% of the road network. However, it is ideal to achieve 100% within the three year project period. Without the participation by C/P, it is impossible to achieve 100% coverage of the road network.

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- The IRI will not be applied to District roads. Road surface evaluation method for the District roads will be followed the same method as Acholi Master Plan Project.
- Acholi Region was covered under the Acholi Master Plan Project recently concluded with JICA funding (2010/11).
- There was no need to have the regional offices. Training will be conducted regionally and Data will be collected and analyzed in Kampala.

#### 5.2 Comments by Mr Bernard J Muhwezi, Uganda Bureau of Statistics (UBOS)

- The turnover of staff in many districts is high.
- What would be the motivation of the Engineers to embrace the project, are there resources?
- He recommended introduction of a module to be run by the University so that the Engineers learn it before they graduate.
- At what frequency would the surveys be updated to remain relevant?
- What coding and naming system would be applied to the roads?
- Should a Government department buy data from another government department?

#### Responses Mr. Izawa, Team Leader of JICA Expert Team,

- The Government of Uganda agreed to avail the resources for its Engineers.
- Under the ICT Policy Act, the cost of data should be restricted to printing and other related small costs just to recover costs since it is already procured by the Government. It was noted that some Institutions e.g. NEMA, UBOS and KCCA had already availed data free of charge.
- The MOWT would fast track the acquisition of data from Ministry of Lands, Housing and Urban Development which is critical for the project
- Other issues would be reviewed as the project progresses.

#### 5.3 Comment from Mr Izawa, Team Leader of JICA Expert Team

- What is the future of RAMPS?

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Response from Dr. A. O. Mugisa, the Chairman,

- In the meantime, MOWT considers RAMPS as a major planning tool. The Uganda Road Fund and Districts have trained and are encouraged to use it until any other alternative has been availed.

5.4 Comment from Mr. R. Rwanga, ACE Urban Roads

- The Uganda Road Fund has been advised to use RAMPS or any other planning tools.

5.5 Comments from Mr. Cruz, GIS Expert Team

- What is the total road network?

Response from Mr. A.O. Mugisa, the Chairman,

- RAMPS initially estimated 26,000 km while Government of Uganda indicated 22,500km of District and Urban Roads. The actual details will be concluded during the survey. In order for the experts to have a better image of the Uganda road network, existing data must be collected from several sources such as UNRA, MOWT-RAMPS, Ministry of Lands, Housing and Urban Development and other agencies such as FAO. Road GIS data from UNRA is important so that National roads can be identified and excluded from the survey of district and urban roads.

5.6 Comments from Ms Masae Iijima, Project Formulation Advisor, JICA

- The Government of Uganda promised to avail data for the project and all Government departments should support this activity, UNRA inclusive.
- Should the Expert Team prepare a presentation to the Finance and Transport Infrastructure working group?

Response from Mr. A.O. Mugisa, the Chairman,

- The MOWT had availed some Engineers as Project Coordinators and had also written letters to various institutions and would continue to make a follow up.
- UNRA would be requested to avail the data in its present state (and considered raw data) until it is gazetted.
- The Expert Team should prepare an appropriate presentation to the working group in its next meeting.

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5.7 Comments from Dr. Sion Haworth, Advisor, MOWT

- It was necessary to identify resources within the Ministry of Works and Transport budget to facilitate the survey by the Engineers during the survey which starts early August 2012.

6. Approval of the Draft Work Plan

The Work Plan (Draft) was approved.

7. Concluding remarks

The Chairman requested the project coordinators to circulate the MoM and other relevant literature to all the stakeholders, for information and ease of follow up.

He also promised Government of Uganda's resolve to look up the necessary data and the budget to honour the obligations as spelt out in the previous discussions and to involve more stakeholders.

He promised that the Technical meetings can be held anytime to resolve any issues of a technical nature as we plan to have the next JCC in July 2012.

1st JCC meeting was adjourned by Ag. Director of Engineering & Works/ Engineer-in-Chief of MoWT at 17:20.

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**ANNEX-1 The List of Stakeholder Participants**

<u>NAME</u>	<u>TITLE</u>	<u>ORGANISATION</u>
1. Dr. A. O. Mugisa	Ag. EIC/DE	MoWT
2. Dr. Were Higenyi	Commissioner CSQM	MoWT
3. Mr. R. Rwanga	Assistant Commissioner UR	MoWT
4. Mr. G. Magala	Senior Engineer	MoWT
5. Mr. T. Kisitu	Senior Engineer	MoWT
6. Mr. S. Kitonsa	Assistant Commissioner DCR	MoWT
7. Dr. S. Haworth	Advisor	MoWT
8. Ms S. Isukukikalu	Assistant Accountant	Uganda Road Fund
9. Mr. J. Wasswa	Engineer - Traffic	KCCA
10. Mr. B. Muhweezi	Manager GIS	UBOS
11. Mr. Tetsuo Seki	Chief Representative	JICA Uganda Office
12. Ms Akiko Nanami	Representative	JICA Uganda Office
13. Ms Masae Iijima	Representative	JICA Uganda Office
14. Mr. Ivan Muhame	Program officer	JICA Uganda Office
15. Mr. Tetsuro Izawa	Team Leader	JICA Expert Team
16. Mr. Hiroaki Takahashi	Road Engineer	JICA Expert Team
17. Mr. Joel F. Cruz	GIS Engineer	JICA Expert Team
18. Mr. Zenichi Chiba.	Road Inventory Survey (1)	JICA Expert Team
19. Mr. Nelson Muyeya	engineer	JICA Expert Team
20. Mr. Peace Taremwa	Administrator	JICA Expert Team

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## Minute of Meeting for 2<sup>nd</sup> JCC Meeting

DUR/JCCM/2

MINUTES OF 2<sup>ND</sup> JOINT COORDINATION COMMITTEE (JCC) FOR THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON MONDAY, 23<sup>RD</sup> JULY 2012 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 02:00 P.M.

ATTENDANCE-SEE ATTACHED

AGENDA:

1. OPENING REMARKS BY CHAIRMAN
2. REMARKS BY JICA CHIEF REPRESENTATIVE
3. PRESENTATION OF WORK PLAN BY JICA EXPERT TEAM
4. Q&A BY ALL PARTICIPANTS
5. CLOSING REMARKS BY CHAIRMAN

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b>Opening Remarks by Chairman</b>	
1.1	The Chairman, Dr AO Mugisa, the Ag. Engineer in Chief/ Director of Engineering Ministry of Works and Transport (MOWT) welcomed the members to the meeting and reminded them of the objectives of the Technical Assistance. He thanked the GOJ for the continued assistance and promised to give the support the project deserves. He was optimistic that within the 3 years, many Uganda Engineers will have improved on the given skills.	All
<b>2.0</b>	<b>Remarks by JICA Chief Representative</b>	
2.1	Mr. Hirofumi HOSHI, the Chief Representative of JICA UG Office appreciated that the MOWT has secured operational budget earmarked for this Project and the budget is expected to soon be released so as to accelerate project activities.	
2.2	He reminded all members that majority of Ugandan members stressed the project could and should cover the whole DUR network in the last JCC Meeting, which resulted in the unspecified indicators on the coverage in the Project Design Matrix (PDM). The target coverage in the Project shall also be discussed and decided in this JCC meeting	All
<b>3.0</b>	<b>Presentation of Work Plan by JICA Expert Team</b>	
3.1	Eng. Tetsuro IZAWA, the Team Leader of the Expert Team explained the work plan and highlighted items to be approved and decided in the JCC Meeting as follows, 1) Coverage ratio (%) for the Pilot Road Survey, 2) Coverage ratio (%) for the Road Survey in total, 3) Budget arrangement responsibility by MoWT for the Road Inventory Survey, 4) Areas(Districts/Municipals/City) for the Pilot Road Survey,	
3.2	The Team Leader also informed upcoming training programs on June and July and requested the MoWT to organize the programs nicely.	MoWT

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No.	Discussion	Action/Resp Officer
3.3	The Leader arose issues on the implementation of the Project as follows, ◆ Securing of C/P's Motivation for Project Participation ◆ Securing of Sufficient Budget and Human Resource Allocation to the Road Inventory Survey ◆ Arrangement of Traffic Data ◆ Dividing/Sub Dividing of Local Governments ◆ Drastic Change of Road O&M System by application of Force Account System	All
4.0	<b>Question and Answers by All participants</b>	
	After the Presentation by the Expert Team, the following observations and comments were raised.	
4.1	<b>Coverage of the Road Inventory Survey,</b> ◆ In accordance with the scope of work, 25% will be covered by the Expert Team. ◆ Another 25% will be covered by GOU Engineers with close supervision of the JICA Expert team ◆ The survey excludes Acholi sub-region road network since it was covered by a Development Study financed by JICA in 2009 ◆ It is not within the mandate of JICA to control any other financing that could be raised by GOU to cover the road network that will not have been covered during the project. ◆ The main aim of the Expert Team is to transfer skills to the Ugandan Engineers who are expected to continue after the end of the project. ◆ A joint meeting with other development partners could be arranged to discuss the survey of the road network beyond the project.	MoWT
4.2	<b>Pilot Area for the Road Inventory Survey,</b> ◆ The areas have been proposed taking into account of regional balance and accessibility added by the Leader. ◆ The Committee accepted the proposed areas.	All
4.3	<b>Financing of the Road Inventory Survey,</b> ◆ Due to the delays that may arise in realizing the budget by GOU during the first quarter of the financial year 2012/13, JICA has accepted to finance all the activities within this period. ◆ GOU has earmarked UGX 1 billion for this project for the three years.	
4.4	<b>Field Surveys,</b> ◆ The MOWT will communicate to the Districts well in advance to facilitate the field surveys which start in August 2012. ◆ Traffic police promised to support the field surveys. ◆ The Ministry of Local Government will be requested to coordinate the Districts so that the logistics to facilitate the District Engineers for the survey are availed.	UG Police MoLG
4.5	<b>VIMS Training,,</b> ◆ Training using VIMS will be carried out in August 2012 when the Expert in charge from Kyoto Univ. stays in Uganda. ◆ The VIMS equipment will be handed over to MOWT after the project is completed. ◆ Staff from the MOWT Central materials laboratory will be included during the training using VIMS.	MoWT MoWT

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No	Discussion	Action/Resp Officer
4.6	<b>Traffic Data:</b> ♦ Collection of traffic data is not carried out regularly. ♦ The Consultant is advised to utilize RAMPS data and the RSDP 3 reports. ♦ Fresh estimates using the observer method are encouraged.	Team
4.7	<b>Measures for Splitting of Districts in Uganda:</b> ♦ The training of MoWT Engineers will help avail a team of Trainer of Trainers who will transfer the skills to whatever number of districts there may be. ♦ MoWT is planning to establish a DUCAR Agency to handle District and Urban roads.	MoWT MoWT
5.0	<b>Closing Remarks by Chairman</b>	
5.1	♦ The Chairman noted that the participation by the many stakeholders was a sign that a lot of support is being extended to the project. ♦ The next JCC meeting date would be communicated to the stakeholders.	All
5.2	♦ The meeting ended at 5:00 p.m.	

  
 A.O. Mugisa  
 Ag. Engineer in Chief/ Director of Engineering,  
 Ministry of Works and Transport

  
 Tetsuro IZAWA  
 Team Leader,  
 JICA Expert Team



### ACRONYMS

Acronym	Definition
Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
C/CSQM	Commissioner/Construction Standards and Quality Management
PEX/DCR	Principal Executive Engineer/ District Community Roads
ACE/DCR	Assistant Commissioner Engineering/District Community Roads
SE/UR	Senior Engineer/Urban Roads
SE/UR/GIS	Senior Engineer/Urban Roads/GIS
Ag.PXE/CAR	Acting Principal Executive Engineer/ Community Accesses Roads
Ag. AC(M)	Acting Assistant Commissioner (Mapping Department)
SE/DCR	Senior Engineer/ District Community Roads
JICA	Japanese International Cooperation Agency
KCCA	Kampala Capital City Authority
MoLHUD	Ministry of Lands, Housing and Urban Development
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics

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**ATTENDANCE LIST OF THE MEETING**

No.	Name	Title/Organization	Tel
1	Dr. A.O.Mugisa	Ag. DEW/EIC- MoWT, Chairman	
2	Mr. Hirofumi Hoshi	Chief Representative- IICA	
3	Ms. Akiko Nanami	Representative, IICA	
4	Dr. Sion Haworth	Advisar-MoWT	
5	Mr. F.M. Were Higenyi	C/CSQM- MoWT	
6	Mr. Alex Onen	PXE/DCR- MoWT	
7	Dr. Mbadhwe	Ag. PXE/CAR-MoWT	
8	Mr. Kitaka John	Ag. AC(M) - MoLHUD	
9	Mr. Stephen Kutonsa	ACE/DCR -MoWI	
10	Mr. Timothy Mukunyu	Project Officer-Road Fund	
11	Mr. G. Magala	SE/UR-MoWT	
12	Mr. Bagyenda Drake	CE/UR/GIS-MoWT	
13	Mr. Kisitu Timothy	SE/DCR-MoWT	
14	Mr. Opio Peter	URCS	
15	Mr. Wasswa Joel	Supervisor/Transport- KCCA	
16	Ms. Kibwika Sarah	Acting Commissioner -Uganda Police	
17	Ms. Nalugo Dettinah	Senior Static Officer	
18	Mr. Tetsuro Izawa	Team Leader- Expert Team	
19	Mr. Joel Cruz	GIS Engineer- Expert Team	
20	Ms. Claire Lynn Reyes	GIS Mapping Engineer-Expert Team	
21	Mr. Peace Taremwa	Administrator-Expert Team	
22	Mr. Nelson Muyeya	Survey Assistant-Expert Team	

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## Minute of Meeting for 3<sup>rd</sup> JCC Meeting

DUR/JCCM/3

**MINUTES OF 3<sup>RD</sup> JOINT COORDINATION COMMITTEE(JCC) FOR THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON TUESDAY, 29<sup>TH</sup> JANUARY 2013 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 09:30 A.M.**

**ATTENDANCE-SEE ATTACHED**

**AGENDA:**

1. OPENING REMARKS BY CHAIRMAN
2. REMARKS BY JICA CHIEF REPRESENTATIVE
3. PRESENTATION OF WORK PLAN BY JICA EXPERT TEAM
4. Q&A BY ALL PARTICIPANTS
5. CLOSING REMARKS BY CHAIRMAN

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b><u>Opening Remarks by Chairman</u></b>	
1.1	The Chairman, Dr AO Mugisa, the Ag. Engineer in Chief/ Director of Engineering Ministry of Works and Transport (MOWT) welcomed the members to the meeting and reminded them of the objectives of the Technical Assistance. He picked some points from RSDP3 that difficulties was faced in the preparation of the plan due to uncertainty of the road network length which resulted in some effects on the quality of plan He also remarked that MoWT is now in process of establishment of Database Centre, the data constructed by this project will be used in the Centre He thanked the GOJ for the continued assistance and promised the support the project deserves.	All
<b>2.0</b>	<b><u>Remarks by JICA Chief Representative,</u></b>	
2.1	The Chief Representative JICA appreciated the coordination and arrangements by the MOWT, the active participation of the C/P staff in the training so far carried out by the Expert Team and the smooth progress of road inventory pilot survey. He asked the MOWT to start planning for the management and maintenance of the constructed data, the identification of the important training needs for the counterpart staff when they go for training in Japan in August 2013 and provision of the data for input in the ongoing national budget for FY 2013/14.	All
2.2	He also reminded the meeting of the 5th Tokyo International Conference on African Development (TICAD V) in Yokohama where the President of the Republic of Uganda is expected to attend.	All
<b>3.0</b>	<b><u>Presentation of Work Plan by JICA Expert Team</u></b>	

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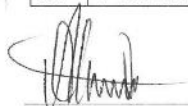
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No.	Discussion	Action/Resp Officer
3.1	Eng. Tetsuro IZAWA, the Leader of the Expert Team explained the major activities done since the commencement of the project, 1) Objective of the 3 <sup>rd</sup> JCC Meeting 2) Project Design Matrix (PDM) 3) Project Progress Phase -1 to date 4) Project Activities 5) Interview Results (RAMPS/HDM4) 6) World Bank Project	
3.2	At the explanation of 6) World Bank Project, the Leader pointed out the difference of time frame between the WB and JICA that would make Ugandan C/P need to finalize the database themselves	
3.2	The Leader raised issues on the implementation of the Project at the end of his explanation as follows, ♦ Timely Budget Release for Road Inventory Survey ♦ Maintain Motivation during the Road Inventory Survey/Training ♦ Data and Software Maintenance Method with proper setup ♦ Road O&M Software	All
4.0	<b>Question and Answers by All participants</b>	
	After the Presentation by the Expert Team, the following observations and comments were raised.	
4.1	<b>RSDP 3 figures on the total length of the network differ with the Expert Team's figures</b> ♦ The exact length will be confirmed at the end of the survey. However, the estimate of 26,875km for district roads and 7,830 is more realistic.	Team
4.2	<b>The usage of RAMPS Vs HDM4</b> ♦ HDM4 is expensive while RAMPS requires high performance PCs ♦ There was a big turnover of District Engineers who had trained in RAMPS. ♦ An MOU is being considered between The Uganda Road Fund and MOWT for MELTEC to train the Engineers on RAMPS. ♦ The Ministry will continue to manage RAMPS to cater for the increasing number of Districts.	MoWT
4.3	<b>Sustainability after the completion of the project</b> ♦ Many MOWT and District Engineers have undergone the training in GIS and road Inventory surveys. ♦ MOWT is in advanced stages of procurement for developing a central transport management system (including a data unit). Equipment has been procured awaiting a software developer and the premises. ♦ A budget line will be introduced in the next financial year to ensure sustained funding from the Government.	MoWT
4.4	<b>Integration of the national roads data</b> ♦ An MOU with MOWT is underway with Uganda National Roads Authority to integrate their data with the other networks.	MoWT UNRA


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No.	Discussion	Action/Resp Officer
4.5	<p><b>Status of development of the IRI survey by mobile phone</b></p> <ul style="list-style-type: none"> <li>◆ Tokyo and Kyoto Universities are currently working on the Development of the survey approach.</li> <li>◆ The Expert Team also is developing the approach and the team expects to deliver some results by the end of Phase 1.</li> </ul>	Team
4.6	<p><b>Data Ownership and Submission of data being collected by the Expert Team</b></p> <ul style="list-style-type: none"> <li>◆ As beneficiary, MoWT owns data (during and after the survey).</li> <li>◆ The Expert Team will provide the available data on length and as much as possible on the road condition (as provisional data).</li> <li>◆ At 25% and 50% coverage, the Expert Team will also avail the data as provisional.</li> <li>◆ MOWT is in process of the establishment of the Database centre which is expected to maintain the GIS database to be delivered by the project. Its maintenance methodology including human and material resource needs to be discussed continuously in the JCC Meeting.</li> <li>◆ Data backup needs to be considered, one of the ideas is that the data shall be copied and kept at UBOS but the mandate of UBOS needs to be amended and its maintaining cost also needs to be arranged by MoWT, if necessary.</li> </ul>	Team MoWT
4.7	<p><b>Motivation of Engineers</b></p> <ul style="list-style-type: none"> <li>◆ It was considered critical to keep the Engineers motivation levels high for the success of the project and sustainability.</li> </ul>	MoWT
4.8	<p><b>World Bank intervention on the network not covered under the JICA funding</b></p> <ul style="list-style-type: none"> <li>◆ The MOWT will fast track the procurement of the Consultant under the World Bank funding for the coverage of the entire road network to be realized in time.</li> </ul>	MoWT
<b>5.0</b>	<b>Closing Remarks by Chairman</b>	
5.1	<ul style="list-style-type: none"> <li>◆ The Chairman thanked the participants and promised continued Government of Uganda support for the success of the project.</li> </ul>	All
5.2	<ul style="list-style-type: none"> <li>◆ The meeting ended at 11:00</li> </ul>	



**A.O. Mugisa**  
 Ag. Engineer in Chief/ Director of Engineering,  
 Ministry of Works and Transport



**Tetsuro IZAWA**  
 Team Leader,  
 JICA Expert Team



**ATTENDANCE LIST OF THE MEETING**

No.	Name	Title/Organization	Tel
1	Dr. A.O.Mugisa	Ag. DEW/EIC-MoWT, Chairman	
2	Mr. Hirofumi Hoshi	Chief Representative- JICA	
3	Ms. Akiko Nanami	Representative,-JICA	
4	Ms. Masaclijima	Representative,-JICA	
5	Mr. Muhame Ivan	Program Officer-JICA	
4	Dr. Sion Haworth	Adviser-MoWT	
6	Mr. Alex Onen	PXE/DCR- MoWT	
7	Mr. John Mbadhwe	Ag. PXE/CAR	
8	Mr. Stephen Kitonsa	AC/DCR -MoWT	
9	Mr. Chris Ntege	TA/ED-URF	
10	Mr. G.Magala	SE/UR-MoWT	
11	Mr. Kisitu Timothy	SE/DCR-MoWT	
12	Mr. Jacob Byamukama	Manager/ Traffic Management-KCCA	
13	Mr. RichardIrumba	Supervisor – Road surveying	
14	Mr. Tetsuro Izawa	Team Leader- Expert Team	
15	Mr. Peace Taremwa	Administrator-Expert Team	
16	Mr. Nelson Muyeya	Survey Assistant-Expert Team	

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## Minute of Meeting for 4<sup>th</sup> JCC Meeting

DUR/JCCM/4

**MINUTES OF 4TH JOINT COORDINATION COMMITTEE(JCC) FOR THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON THURSDAY, 29<sup>TH</sup> AUGUST 2013 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 02:30 P.M.**

**ATTENDANCE-SEE ATTACHED**

**AGENDA:**

1. OPENING REMARKS BY CHAIRMAN, MOWT
2. REMARKS BY JICA UGANDA OFFICE
3. PRESENTATION OF PROGRESS REPORT 2 BY JICA EXPERT TEAM
4. Q&A BY ALL PARTICIPANTS
5. CLOSING REMARKS

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b><u>Opening Remarks by Chairman</u></b>	
1.1	The Chairman, Eng S Kitonsa, the Assistant Commissioner Engineering, District and Community Roads ,Ministry of Works and Transport (MOWT) welcomed the members to the meeting and reminded them of the significance of the JCC and thanked both JICA and its Expert Team for the support and the progress. He also confirmed that MoWT was in advanced stages of procuring a Consultant, with World Bank funding, to continue and complete any remaining survey by the JICA Expert Team.	All
<b>2.0</b>	<b><u>Remarks by JICA Senior Representative,</u></b>	
2.1	The Senior Representative JICA commended the commitment and support by MOWT. He welcomed the Engineers who trained in Japan and advised the MOWT makes good use of the training. He implored the MOWT to consider the management and maintenance of the constructed data. He emphasized that utilization of the data was the most important. He also appreciated the JICA Expert Team and congratulated them for completing the 1 <sup>st</sup> Phase and wished them well in the 2 <sup>nd</sup> Phase.	All
<b>3.0</b>	<b><u>Presentation of Progress Report 2 by JICA Expert Team</u></b>	
3.1	Eng. Tetsuro IZAWA, the Leader of the Expert Team explained the major activities done since the commencement of the project, 1) Objective of the 4 <sup>th</sup> JCC Meeting 2) Project Design Matrix (PDM) 3) Project Progress for 1 <sup>st</sup> Phase 4) Project Activities 5) Plan for 2 <sup>nd</sup> Phase	

1/5



No.	Discussion	Action/Resp Officer
<b>4.0</b>	<b>Question and Answers by All participants</b>	
	After the Presentation by the Expert Team, the following observations and comments were raised.	
4.1	<b>Availability of the JICA Expert Team during 2<sup>nd</sup> Phase</b> <ul style="list-style-type: none"> <li>◆ The Expert Team will be available at the centre for mission planning, support and consultation during 2<sup>nd</sup> Phase. The trained MOWT and District Engineers will be expected to continue with field survey and processing of the data.</li> <li>◆ Site investigations are very important and therefore the MOWT should facilitate the Engineers during 2<sup>nd</sup> Phase.</li> </ul>	Team
4.2	<b>Processing of the Collected Field Data</b> <ul style="list-style-type: none"> <li>◆ It was noted that the demand for data is extremely high and it is high time any completed data is availed for use.</li> <li>◆ MOWT has a big number of Engineers who will be availed for processing the collected data.</li> <li>◆ It is advised that some of the Engineers who collected the data be relieved of other responsibilities and be dedicated to this Project.</li> </ul>	MoWT
4.3	<b>Maintenance and Management of the Collected data.</b> <ul style="list-style-type: none"> <li>◆ MOWT was advised to consider establishing a policy on the maintenance and management of the collected data (whether by utilizing its own human resource or through a private Consultant)</li> <li>◆ The World Bank procurement of the Consultant which is in advanced stages will support the Transport Sector Data M&amp;S with a view of making it a one stop centre for all the transport sector data. It was however envisaged that the detailed data would not easily be merged with the other data at the proposed data centre and hence the need to keep a unit solely responsible to update this data and submit an overview (summary) to the data centre.</li> <li>◆ It was also noted that UBOS has already developed an assessment framework which will be utilized to ensure that the data meets the standards and is sharable with other countries.</li> <li>◆ UBOS requested for a copy of the manual used for the concluded field surveys.</li> </ul>	MoWT
4.4	<b>Training in Japan</b> <ul style="list-style-type: none"> <li>◆ The trainees would share notes with the DUR department for use in future.</li> <li>◆ Senior Engineers will form the next team of trainees to interact with relevant organizations in Japan to help them develop policy issues when they return to Uganda.</li> <li>◆ The Action plan developed by the MOWT trainees from Japan should be shared with the Expert Team for input in the PDM for 2<sup>nd</sup> Phase.</li> </ul>	MoWT
4.5	<b>Inclusion of Town Councils in the surveys</b> <ul style="list-style-type: none"> <li>◆ It was noted that many Town Councils do not have Engineers and as a result they benefit from the services of District Engineers.</li> </ul>	Team

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No.	Discussion	Action/Resp Officer
	◆ It was considered that the training of the Engineers within Town Councils might be considered in the surveys.	
4.6	<b>Survey coverage of the remaining network</b> ◆ The JICA Expert Team has already covered approx 28.5% (instead of the planned 25%) and may therefore cover more than 50% by the end of 2 <sup>nd</sup> Phase. ◆ The World Bank funding will cover the balance of the network not covered by the JICA Expert Team and the balance of funds (if any) will be extended to cover Community Access Roads.	Team MoWT
5.0	<b>Closing Remarks by Chairman</b>	
5.1	◆ The Chairman thanked JICA for the continued assistance to the roads subsector, the participants and the Government of Uganda for the continued support for the success of the project. ◆ He congratulated the Expert Team for a successful completion of 1 <sup>st</sup> Phase and for delivering GIS training, the survey and the training in Japan.	All
5.2	◆ The meeting ended at 17:05 hrs	

**Eng S. Kitonsa**  
 ACE/DUR  
 Ministry of Works and Transport

**Tetsuro IZAWA**  
 Team Leader,  
 JICA Expert Team

### ACRONYMS

Acronym	Definition
PXE/DCR	Acting Principal Executive Engineer/ District Community Roads
AC/DCR	Assistant Commissioner /District Community Roads
Ag.PXE/CAR	Acting Principal Executive Engineer/ Community Accesses Roads
SF/DCR	Senior Engineer/ District Community Roads
JICA	Japanese International Cooperation Agency
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics



**ATTENDANCE LIST OF THE MEETING**

No.	Name	Title/Organization	Tel
1	Mr. Stephen Kitonsa	ACE/DCR -MoWT	
2	Mr. Hiroyuki Egashira	Senior Representative- JICA	
3	Mr. Ryoichi Kawabe	Representative, JICA	
4	Mr. Muhame Ivan	Program Officer-JICA	
5	Mr. Alex Onen	PXE/DCR- MoWT	
6	Mr. John Mbadhwe	Ag. PXE/CAR	
7	Mr. Vincent Sozi	Principal Statistician - MOWT	
8	Ms Prossy Nampijja	For PS – Ministry Of Local Government	
9	Mr. Kisitu Timothy	SE/DCR-MoWT	
10	Mr. Tetsuro Izawa	Team Leader- Expert Team	
11	Mr. Peace Iaremwa	Administrator-Expert Team	
12	Mr. Nelson Muyeya	Survey Assistant-Expert Team	
13	Mr William Anguyo	Principal Statistician - UBOS	



## 2<sup>nd</sup> Phase Minute of Meeting for 1st JCC Meeting

DUR2/JCCM/01

**MINUTES OF 1ST JOINT COORDINATION COMMITTEE (JCC) FOR THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON TUESDAY, 3RD DECEMBER 2013 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 09:50 A.M.**

**ATTENDANCE-SEE ATTACHED**

**AGENDA:**

1. OPENING REMARKS BY CHAIRMAN, MOWT
2. REMARKS BY JICA UGANDA OFFICE
3. PRESENTATION OF WORK PLAN (DRAFT) 2<sup>ND</sup> PHASE BY JICA EXPERT TEAM
4. Q&A BY ALL PARTICIPANTS
5. CLOSING REMARKS

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b><u>Opening Remarks by Chairman</u></b>	
1.1	The Chairman, Dr AO Mugisa, the Ag. Engineer in Chief/Director of Engineering Ministry of Works and Transport (MOWT) welcomed the members to the meeting, he reminded them of the overall objective and goal of the project. He briefly explained what was achieved in 1 <sup>st</sup> phase of the project and thanked JICA for their increased and continued support towards development projects in Uganda. He concluded by stating that this JCC meeting had officially opened the 2 <sup>nd</sup> phase.	All
<b>2.0</b>	<b><u>Remarks by JICA Representative Uganda office</u></b>	
2.1	The JICA Representative welcomed the members to the first JCC meeting for 2 <sup>nd</sup> phase of the project. He emphasized that the project be handled with great concern as most of the work will be managed by MOWT and requested MOWT to own the project and put in place all the required resources, plan for the management and maintenance of the collected data and accord good coordination to 2 <sup>nd</sup> phase as was accorded to 1 <sup>st</sup> phase. He promised that JICA will continue to support the project with their expert consultant team as was done in 1 <sup>st</sup> phase.	All
<b>3.0</b>	<b><u>Explanation of the workplan (draft) for 2<sup>nd</sup> phase by consultant/expert team</u></b>	

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No.	Discussion	Action/Resp Officer
3.1	<p>Eng. Hiroaki TAKAHASHI, the Leader of the Expert Team explained the work plan (draft) for 2<sup>nd</sup> phase of the project,</p> <ol style="list-style-type: none"> <li>1) Outline of the Project</li> <li>2) Project Implementation Policy</li> <li>3) Project Implementation Method</li> <li>4) Project Implementation Schedule</li> <li>5) Project Implementation Organization</li> <li>6) Experts Assignment Plan</li> <li>7) Issues</li> <li>8) Challenges</li> </ol>	
<b>4.0</b>	<b><u>Question and Answers by All participants</u></b>	
	After the Presentation by the Expert Team, the following observations and comments were raised.	
4.1	<p><b>How has KCCA been covered in this exercise of database creation, as an entity or government?</b></p> <ul style="list-style-type: none"> <li>◆ KCCA received limited training in 1<sup>st</sup> phase because they were busy. The JICA Expert will continue to train them such as VIMS training during 2<sup>nd</sup> phase. The remaining Road inventory will be covered by an outsourced Consultant. It is imperative that the collected data is harmonized with the data being collected by other transport sector stakeholders.</li> </ul>	KCCA/expert
4.2	<p><b>With 2nd phase data collection complete, do we have a database yet developed or still in process?</b></p> <ul style="list-style-type: none"> <li>◆ In 1<sup>st</sup> phase, data for 43 districts was collected and processed. However, only 20 districts have a running database incorporating thematic maps to form atlas files for the districts; the remaining 23 districts are still undergoing final data processing.</li> <li>◆ The cause to this delay was due factors like less processing speeds, less time dedicated by MOWT engineers due to heavy work load. A request was made to MOWT to assign a dedicated team of engineers to complete the data processing and have databases for all districts ready.</li> </ul>	MOWT/expert
4.3	<p><b>How the total of 34,706km expected DUR network came about</b></p> <ul style="list-style-type: none"> <li>◆ The JICA Expert was to provide the breakdown.</li> </ul>	Expert
4.4	<p><b>Training in Japan</b></p> <ul style="list-style-type: none"> <li>◆ 5 Senior Engineers would undergo training in Japan in 2014 for 10 days.</li> </ul>	Expert
4.5	<p><b>Minimum intervention of the experts</b></p> <ul style="list-style-type: none"> <li>◆ The end beneficiary of the product of the project is the Government of Uganda and therefore was expected to own and take full control of the project.</li> <li>◆ The product and results of the project are for MOWT, the reason for minimum intervention of the experts in the project.</li> <li>◆ This is the general concept in all Technical Assistance programs.</li> </ul>	MOWT
4.6	<p><b>Transport issue</b></p> <ul style="list-style-type: none"> <li>◆ A proposal by Government of Uganda to procure two vehicles for the project was raised long ago, as is indicated in the Record of</li> </ul>	MoWT

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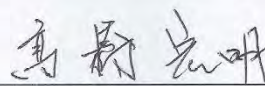
2/5



No.	Discussion	Action/Resp Officer
	Discussion(R/D) between JICA and the MoWT. However, the chairman informed the meeting of the current ban to purchase vehicles. ♦ The alternative to repair available MoWT vehicles and/or requesting for a waiver from Ministry of Public service to buy new vehicles was agreed as the most desired intervention to provide the much needed transport during this Phase.	
4.7	<b>Capacity building</b> ♦ KCCA should be given priority to build capacity to carry on road inventory surveys. ♦ KCCA will be called upon to attend the next training.	All
4.8	<b>Data collection instruments</b> ♦ UBOS and any other stakeholders were advised to liaise with the Expert team for an update of the variables used in collection of data.	UBOS
4.9	<b>Finalization of the work plan</b> ♦ The work plan will be finalized by expert team and C/Ps by next JCC meeting. The final work plan will be approved at next JCC meeting.	MoWT/ Expert
4.10	<b>Management and Maintenance of the database</b> ♦ The MoWT or its designated agency will provide the physical space and equipment for management and maintenance of the database. ♦ This should capture the road classification standardization by all stakeholders, including the Uganda Road Fund which is currently conducting road inventory survey.	MoWT
4.11	<b>Technical Working Group</b> ♦ A Technical Working Group will meet once every two months to review the progress and discuss any other technical issues. (Harmonization of database with related organization, etc.)	Expert/MoWT
<u>5.0</u>	<b>Closing remarks</b> ♦ The chairman promised that the MoWT will continue rendering its support to the project in terms of funding the budget, provision of necessary personnel, allowances and transport. ♦ He called on all stakeholders to continue working together as a team for greater success of the project. ♦ He thanked members for having turned up for the meeting and urged them to always raise any upcoming issues to his / project office as it is always available. ♦ The meeting was closed at 11:50 am.	All



**A.O. Mugisa**  
 Ag. Engineer in Chief/ Director of Engineering,  
 Ministry of Works and Transport



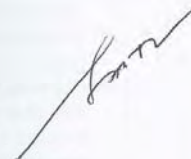
**Hiroaki TAKAHASHI**  
 Team Leader,  
 JICA Expert Team



#### ACRONYMS

Acronym	Definition
Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
PXE/DCR	Acting Principal Executive Engineer/ District Community Roads
AC/DCR	Assistant Commissioner /District Community Roads
Ag.PXE/CAR	Acting Principal Executive Engineer/ Community Accesses Roads
SE/DCR	Senior Engineer/ District Community Roads
SE/UR	Senior Engineer/Urban Roads
P/ST	Principal Statistician
JICA	Japanese International Cooperation Agency
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics
KCCA	Kampala Capital City Authority
JICA	Japan International Cooperation Agency

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**ATTENDANCE LIST OF THE MEETING**

No.	Name	Title/Organization	Tel
1	Dr. A.O.Mugisa	Ag. DEW/EIC-MoWT, Chairman	
2	Mr. Yasumichi ARAKI	Senior Representative- JICA	
3	Mr. Ryoichi Kawabe	Representative,-JICA	
4	Dr. Sion Haworth	Adviser-MoWT	
5	Eng. Alex Onen	PXE/DCR- MoWT	
4	Eng. Stephen Kitonsa	ACE/DCR -MoWT	
6	Mr. Godfrey Magala	SE/UR-MoWT	
7	Mr. Kisitu Timothy	SE/DCR-MoWT	
8	Mr. Zemedkun GIRMA	Senior Transport Specialist-World Bank	
9	Mr. Cyrus Sewato	Deputy Director Roads Management-KCCA	
10	Mr. Irumba Richard	Supervisor Road Surveying-KCCA	
11	Mr.Anguyu William	P/ST-UBOS	
12	Mr. Hiroaki TAKAHASHI	Team Leader- Expert Team	
13	Mr. Joel CRUZ	GIS Engineer- Expert Team	
14	Mr. Peace Taremwa	Administrator-Expert Team	
15	Ms. Arinaitwe Prudence	Administrator-Expert Team	
16	Mr. Paul KYEWENKA	Survey Assistant-Expert Team	

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*[Signature]*

## Minute of Meeting for 2nd JCC Meeting

DUR2/JCCM/02

**MINUTES OF 2ND JOINT COORDINATION COMMITTEE (JCC) FOR THE PROJECT FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON WEDNESDAY 12<sup>TH</sup> FEBRUARY 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 03:00 PM.**

ATTENDANCE-SEE ATTACHED

AGENDA:

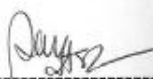
1. OPENING REMARKS BY CHAIRMAN, MoWT
2. REMARKS BY REPRESENTATIVE OF JICA UGANDA OFFICE
3. EXPLANATION OF WORK PLAN (2ND PHASE) BY JICA EXPERT TEAM
4. DISCUSSION.
5. CLOSING REMARKS

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b>Opening Remarks by Chairman</b>	
1.1	The Chairman, Eng. Robert Rwanga, the Ag. CRB, Ministry of Works and Transport (MoWT) welcomed the members to the meeting; he reminded them the overall objective and goal of the project. He briefly explained what has so far been achieved in 2nd Phase of the Project and thanked JICA for their increased and continued support towards development projects in Uganda.	All
<b>2.0</b>	<b>Remarks by JICA Senior Representative Uganda office</b>	
2.1	Mr. Yasumichi ARAKI, the Senior Representative of JICA Uganda Office welcomed the members to the 2nd JCC meeting for 2 <sup>nd</sup> Phase of the Project. He said that JICA is thankful to all of you for your tireless efforts and bank on your support till the completion of the Project. In 2 <sup>nd</sup> Phase, JICA expects the expert team together with MoWT team to formulate the road database based on the inventory that was carried out in 1 <sup>st</sup> Phase. He requested MoWT to put systems in place so that the database is put to its intended purpose of road maintenance and also said that it's this database that will help MoWT to plan and carry out road maintenance. In his concluding remarks, he informed the members that the JICA President visited Uganda end of Jan 2014 and appreciated the efforts that the Ugandan Government had put into the development of key infrastructure.	All

No.	Discussion	Action/Resp Officer
<b>3.0</b>	<b>Explanation of the work plan for 2<sup>nd</sup> Phase by JICA Expert Team</b>	
3.1	Mr. Hiroaki TAKAHASHI, the Leader of the JICA Expert Team explained the work plan for 2 <sup>nd</sup> Phase of the Project, 1) Objective of the 2 <sup>nd</sup> JCC Meeting( 2 <sup>nd</sup> Phase) 2) Outline of the Project 3) Reviewing of PDM 4) Road inventory survey and data processing 5) Project Implementation organization 6) Issues 7) Challenges	
<b>4.0</b>	<b>Discussion by All participants</b>	
	After the Presentation by the JICA Expert Team, the following observations and comments were raised.	
4.1	<b>Data processing problem</b> ◆ Mr. Onen Alex from MoWT pointed out the challenge of data processing at the Project Office. He said that most of the engineers charged with DUR Mapping & Database Project, have other work awaiting them in their respective offices and so they don't find time enough to process the data at the Project Office. ◆ He proposed to the members for the need of at least 4 engineers to assign for the data processing works at the Project Office and if possible given allowances for effective data processing. ◆ A proposal to get another local consultant to do the processing works was turned down as this would leave the ministry engineers with less practice yet a lot of training was offered to them.	MoWT/expert
4.2	<b>Transport challenge</b> ◆ Mr. Onen Alex further pointed out that the Project was facing a challenge organizing transport and facilitation for the engineers as they go to the field for the 3 <sup>rd</sup> Road Inventory Survey under C/P initiative. Procurement of two vehicles (4WD) had not yet been successful as the process is lengthy and had not been included in the budget. ◆ He proposed that if the procurement is taking longer than hoped, the available vehicles (4WD) that broke down could be repaired and put to use or the officers could surrender the vehicles they have in order to steer the project activities further.	MoWT/expert
4.3	<b>Issue about available data to be shared</b> ◆ The available data cannot be shared because it is incomplete since processing is done step by step. Therefore it will only be shared when all processing is done. ◆ Mr. Kisitu Timothy further explained that currently, the project was handling district roads and urban roads. However, to these was to be added town council roads whose data had not yet been even collected as the survey is to be carried out later. By the end of the road inventory survey, all data will have been collected and thus shareable.	MoWT



No.	Discussion	Action/Resp Officer
4.4	<p><b>Maintain DUR roads and formulate DUR database maintenance system</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Ryoichi Kawabe, JICA Uganda Office said that a database maintenance system is just a tool of how to maintain DUR. So in order to formulate it, we have to consider who will maintain it and how to use it. It should be maintained at MoWT where access is universal.</li> <li>◆ Continuous training of engineers should also be in plan to help in maintaining the database.</li> <li>◆ Mr. Kitonsa Stephen said Maintaining DUR roads will be done by Uganda rural and urban roads authority (URUA) as new agency in MoWT.</li> </ul>	JICA/MoMT
4.5	<p><b>Training in Japan</b></p> <p>5 Senior Engineers would undergo training in Japan in October 2014 for 10 days. They were to be chosen later on as time goes on.</p>	expert
4.6	<p><b>Approval of the Work Plan for 2<sup>nd</sup> Phase and Modification of the PDM</b></p> <p>The chairman then approved the Work Plan for 2<sup>nd</sup> Phase and accepted the presentations and changes in the PDM.</p>	All
5.0	<b>Closing remarks</b>	
5.1	<ul style="list-style-type: none"> <li>◆ The chairman promised that MoWT is willing to continue rendering its support to the project in terms of funding the budget, provision of necessary personnel, allowances and transport.</li> <li>◆ He called on all stakeholders to continue working together as a team for greater success of the project.</li> <li>◆ He thanked members for having turned up for the meeting and urged them for their continuous support.</li> <li>◆ The meeting was closed at 4:30 PM.</li> </ul>	All

  
 Eng. Robert Rwanga  
 Acting Commissioner of Roads and Bridges  
 Ministry of Works and Transport

  
 Hiroaki TAKAHASHI  
 Team Leader,  
 JICA Expert Team

### ACRONYMS

Acronym	Definition
Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
Ag. CRB	Acting Commissioner of Roads and Bridges
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Ag. PXE/CAR	Acting Principal Executive Engineer/ Community Accesses Roads
SE/DCR	Senior Engineer/ District Community Roads
SE/UR	Senior Engineer/Urban Roads
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics
KCCA	Kampala Capital City Authority
URUA	Uganda rural and urban roads authority
JICA	Japanese International Cooperation Agency

**ATTENDANCE LIST OF THE MEETING.**

No.	Name	Title/Organization	Tel
1	Eng. Robert Rwanga	Ag CRB-MoWT	
2	Mr. Yasumichi ARAKI	Senior Representative- JICA Uganda Office	
3	Mr. Ryoichi KAWABE	Representative, -JICA Uganda Office	
4	Mr. Muhame Ivan	Programs officer-JICA Uganda Office	
5	Dr. Sion Haworth	Adviser-MoWT	
6	Eng. Alex Onen	PXE/DCR- MoWT	
7	Eng. Stephen Kitonsa	ACE/DCR -MoWT	
8	Dr. Mbadawa John	Ag PXE/DCR-MoWT	
9	Eng. Godfrey Magala	SE/UR-MoWT	
10	Eng. Kisitu Timothy	SE/DCR-MoWT	
11	Mr. E.W. Ogaro	Assistant commissioner-MoLHUD	
12	Mr. Niwamanya Justinan	Commissioner- MoLG	
13	Mr. Anthoy Emodigo	ASACDTRS-Police traffic	
14	Mr. Hiroaki TAKAHASHI	Team Leader- Expert Team	
15	Mr. Kazuhiro ISHIZUKA	Road Inventory Survey Expert-Expert Team	
16	Mr. Paul KYEWENKA	Survey Assistant-Expert Team	
17	Ms. Arinaitwe Prudence	Administrator-Expert Team	
18	Mr. Obol Augustine	Staff -Expert Team	

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## Appendix- 1 Minute of Meeting for 2<sup>nd</sup> JCC Meeting (Amendment of PDM)

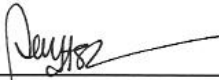
MINUTE OF MEETING  
ON  
THE SECOND JOINT COORDINATION COMMITTEE  
FOR  
DISTRICT AND URBAN ROAD (DUR)  
MAPPING AND ROADS DATABASE PROJECT (2<sup>nd</sup> PHASE)


The fifth meeting of the Joint Coordination Committee (hereinafter referred to as “JCC”) for District and Urban Road (DUR) Mapping and Roads Database Project (2<sup>nd</sup> Phase) (hereinafter referred to as “the Project”) was held in Kampala on 12 February 2014.


The meeting was chaired by the Acting Commissioner of Roads and Bridges, Ministry of Works and Transport (hereinafter MoWT), Eng. Robert Rwanga, participated by the members of MoWT, Kampala Capital City Authority, relevant authorities and representatives from Japan International Cooperation Agency (hereinafter referred to as “JICA”).

As a result of discussions, both sides agreed to the matters in the document attached hereto.

Kampala, 12 February 2014

  
\_\_\_\_\_  
Robert Rwanga  
Acting Commissioner of Roads and Bridges,  
Ministry of Works and Transport

  
\_\_\_\_\_  
Hiroaki Takahashi  
Team Leader  
JICA Expert Team

  
\_\_\_\_\_  
witness  
Hirofumi Hoshi  
Chief Representative  
JICA Uganda Office

THE ATTACHED DOCUMENT

I. MODIFICATION OF THE PROJECT DESIGN MATRIX OF THE PROJECT (PDM)

In the course of implementation of the Project, a need is raised to review the Project activities within the framework of the Record of Discussions (R/D). The main point to be modified is to add the following activity.

1. [Activities 3-4] Discuss how to maintain DUR roads, and formulate DUR database maintenance system at MoWT based on the discussion.

The JCC accepted the modification of the Project activities and the revision of the Project Design Matrix (PDM) as shown in ANNEX I.

II. MODIFICATION OF THE PLAN OF OPERATION (PO)

The Project updated the Plan of Operations (PO) in accordance with changes in the PDM. The JCC accepted the updated PO as shown in ANNEX II.

ANNEX I: Revised Project Design Matrix (PDM)

ANNEX II: Updated Plan of Operations (PO)



- 2 -



ANNEX I: Revised Project Design Matrix (PDM)

Project Design Matrix (PDM<sub>3</sub>)

Project Title: District and Urban Road (DUR) Mapping and Roads Database Project  
 Issued Date: 4, November, 2011, 1<sup>st</sup> Amended Date: 31st March 2012, 2<sup>nd</sup> Amended Date: 15<sup>th</sup> July 2012, 3<sup>rd</sup> Amended Date: 12<sup>th</sup> February 2014  
 Project Period: April 2012 - March 2015 (three years from the date when the first expert is dispatched)  
 Target Areas: Uganda nationwide (District and Urban Roads: DUR)  
 Target Group: (Direct) Ministry of Works and Transport, Districts (LC5) and Kampala Capital City Authority;  
 (Indirect) Urban Councils (LC4, LC3), other road sector agencies

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
[Overall Goals] MoWT and DUCs capacity for DUR rehabilitation and maintenance is strengthened in the whole country.	a. All DUCs prepare timely road maintenance plans with updated data every year. b. MoWT prepares rehabilitation plan for DUR network with updated data every year. c. Allocation of the budgets for DUR by the government is increased.	a. DUCs road work plans and progress reports b. Sector performance reports c. Financial records/reports by the government	National budget and UR budget for DUR rehabilitation and maintenance are properly secured.
[Project Purpose] MoWT and DUCs capacity for ensuring DUR assets is improved through the effective utilization of DUR database including GIS and road inventory data.	a. DUR database is updated by MoWT every year. b. DUCs submit road inventory data to MoWT every year. c. DUR database is utilized for preparing work plan, investment plan, annual report, etc by MoWT and DUCs.	a. DUR database records b. Road inventory data c. MoWT's and DUCs' plans and reports	The responsibilities of MoWT and DUCs for DUR rehabilitation and maintenance do not change.
[Outputs] 1. Digital base map of DUR is prepared using GIS.	a. Basic digital map of DUR covers 50% of District roads and 50% of Urban Roads in the country. b. More than 50 % of the technical staff at DUR Divisions participates in GIS training.	a. DUR database records b. Attendance sheet of GIS training	The number of Districts does not change drastically such as the creation of new Districts.
2. Road inventory data are collected and managed properly through the collaboration between MoWT and DUCs.	a. Road inventory data cover 25% of DUR network resulting from Pilot Survey and 50% of the network in the end. b. Road inventory formats and manual are approved by MoWT c. At least 1 person from MoWT and 2 persons from DUC participate in site surveys on road inventory.	a. Road inventory data b. Road inventory formats, manual and a letter of approval c. Site survey records	
3. DUR database is established and properly maintained by MoWT.	a. DUR database covers 50% of District roads and 50 % of Urban roads in the country. b. DUR database manual is approved by MoWT.	a. DUR database records b. DUR database manual and a letter of approval.	
[Activities] 1. <b>Activities for Output 1</b> 1-1 Review the existing databases such as HDMA/ROMAP (UNRS), RAMPs (MoWT) and road GIS major delay, Database (MoWT, MoLHUD), and identify issues to be improved for DUR database. 1-2 Obtain digital geographical data for the areas which the existing databases do not cover. 1-3 Import necessary data from the existing databases and compile them in Digital base map. 1-4 Produce tentative Digital base map of DUR for each District and compare with a road list prepared by each District (name, ID, classification, length, etc.) to identify the differences. 1-5 Correct the discrepancies of data in Digital base map. If necessary, conduct site surveys. 1-6 Conduct GIS training on basic skills for MoWT. 2. <b>Activities for Output 2</b> 2-1 Review the existing formats and manuals for road inventory on National road and DUR and identify issues to be improved. 2-2 Prepare the formats and manuals for road inventory and condition on DUR. 2-3 Organize a road inventory survey team (at least one person from MoWT and two persons from DUC). 2-4 Conduct road inventory training for MoWT and DUC teams. 2-5 Select pilot Districts and conduct site surveys to prepare road inventory as OIT for MoWT and DUC teams 2-6 Conduct site surveys and prepare road inventory for other Districts. 3. <b>Activities for Output 3</b> 3-1 Compile the road inventory data from the site surveys and integrate into Digital base map to establish DUR database. 3-2 Prepare a manual on the maintenance of DUR database. 3-3 Conduct DUR database training (skills for update and maintenance) for MoWT and other road sector agencies. 3-4 Discuss how to maintain DUR roads, and formulate DUR database maintenance system at MoWT based on the discussion.	[Inputs] [Japanese side] (1) Dispatch of Experts Team Leader Road Engineer GIS Engineer Road O&M Training (1) Road O&M Training (2) Road Inventory Survey (1) Road Inventory Survey (2) Road Inventory Survey (3) Road Inventory Survey (4) GIS Mapping (2) *1) Provision of Equipment GIS software and hardware Equipment for road inventory such as GPS (3) C/P Training in Japan and/or third country (4) Cost Shared by Japanese side Project Vehicle used by Japanese Experts. Local costs for implementing the Activities. - Travel costs for the C/Ps during 2 <sup>nd</sup> Quarter, 2012 - Travel costs for the participants of the training during 1 <sup>st</sup> Quarter, 2012 * 1: Provision of Equipment will be determined by Japanese Experts and MoWT after the commencement of the Project. [Uganda side] (1) Counterpart personnel (C/P) Project Director Project Manager Project Coordinator Counterparts (2) Facilities and Machinery - Project Office Space at MoWT Main Office for Japanese Experts and Local Experts. - Vehicle(s) for site surveys (including the cost for fuel and driver) (3) Necessary Data - GPS and GIS data on national roads (UNRA) - GIS data (MoLHUD) (4) Necessary Arrangement - Acquisition of the permission - Enforcement of traffic controls (5) Cost prepared by Uganda side - Tax Exemption for the procurement of equipment - Travel costs for the C/Ps after 1 <sup>st</sup> Quarter, 2012 - Travel costs for the participants of the trainings after 1 <sup>st</sup> Quarter, 2012 - Necessary costs for the C/Ps for the data processing works after the Road Inventory Survey	The Project budgets allocation secured by MoWT without any major delay. The CIPs who participated in trainings available during the Project period. Road classification shall be confirmed by the GoU Manuals developed by the Project are officially approved without any major delay by MoWT. [Pre-condition] Political stability C/Ps allocation without any major delay	

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ANNEX II: Plan of Operations (Version 2.0)

Project Name : District and Urban Roads (DUR) Mapping and Roads Database Project  
 Target Areas: Nationwide (District and Urban Roads: DUR)  
 Duration : April 2012 – March 2015 (three years from the date when the first expert is dispatched)

Responsible Agency: MoWT

Implementing Agency: MoWT

Updated Date : 12/Feb/2014  
 Issued Date : 14/Nov/2011

Activities	1st year (2012-2013)												2nd year (2013-2014)												3rd year (2014-2015)											
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
<b>Output 1. Digital base map of DUR is prepared using GIS.</b>																																				
1.1 Review the existing databases such as HDM4 / ROMAP (UNRA), RAMPS (MoWT) and road GIS database (MoWT, MoLHUD), and identify issues to be improved for DUR database.	[Gantt bar: April 2012 - June 2012]																																			
1.2 Obtain digital geographical data for the areas which the existing databases do not cover.	[Gantt bar: July 2012 - September 2012]																																			
1.3 Import necessary data from the existing databases and compile them in Digital base map.	[Gantt bar: July 2012 - August 2012]																																			
1.4 Produce tentative Digital base map of DUR for each District and compare with a road list prepared by each District (name, ID, classification, length, etc.) to identify the differences.	[Gantt bar: October 2012 - December 2012]																																			
1.5 Correct the discrepancies of data in Digital base map, if necessary, conduct site surveys.	[Gantt bar: November 2012 - January 2013]																																			
1.6 Conduct GIS training on basic skills for MoWT.	[Gantt bar: December 2012 - January 2013]																																			
<b>Output 2. Road inventory data are collected and managed properly through the collaboration between MoWT and Districts.</b>																																				
2.1 Review the existing formats and manuals for road inventory on National road and DUR and identify issues to be improved.	[Gantt bar: April 2012 - May 2012]																																			
2.2 Prepare the formats and manuals for road inventory and condition on DUR.	[Gantt bar: June 2012 - August 2012]																																			
2.3 Organize a road inventory survey team (at least one person from MoWT and two persons from DUC).	[Gantt bar: September 2012 - November 2012]																																			
2.4 Conduct road inventory training for MoWT and DUC teams.	[Gantt bar: October 2012 - December 2012]																																			
2.5 Select pilot Districts and conduct site surveys to prepare road inventory as DJT for MoWT and DUC teams.	[Gantt bar: January 2013 - March 2013]																																			
2.6 Conduct site surveys and prepare road inventory for other Districts.	[Gantt bar: April 2013 - June 2013]																																			
<b>Output 3. DUR database is established and properly maintained</b>																																				
3.1 Compile the road inventory data from the site surveys and integrate into Digital base map to establish DUR database.	[Gantt bar: July 2013 - September 2013]																																			
3.2 Prepare a manual on the maintenance of DUR database.	[Gantt bar: October 2013 - December 2013]																																			
3.3 Conduct DUR database training (skills for update and maintenance) for MoWT and other road sector agencies.	[Gantt bar: January 2014 - February 2014]																																			
3.4 Discuss how to maintain DUR roads, and formulate DUR database maintenance system at MoWT based on the discussion.	[Gantt bar: March 2014 - April 2014]																																			

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## Minute of Meeting for 3rd JCC Meeting

DUR2/JCC/03

MINUTES OF 3<sup>RD</sup> JOINT COORDINATION COMMITTEE (JCC) MEETING FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, HELD ON 12<sup>TH</sup> JUNE 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT KAMPALA AT 3:00PM

ATTENDANCE-SEE ATTACHED

AGENDA:

1. OPENING REMARKS BY CHAIRMAN, MOWT
2. REMARKS BY JICA UGANDA OFFICE
3. PRESENTATION OF WORK PLAN (DRAFT) 2<sup>ND</sup> PHASE BY JICA EXPERT TEAM
4. DISCUSSION
5. CLOSING REMARKS

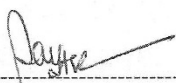
No.	Discussion	Action/Resp Officer
<u>1.0</u>	<u>Opening Remarks by Chairman</u>	
1.1	The Chairman, Eng. Robert Rwanga, the Ag. DEW/EIC, Ministry of Works and Transport (MoWT) welcomed the members to the meeting, took the members through the agenda and asked the members to introduce themselves; he reminded the members that this was the 3 <sup>rd</sup> JCC Meeting, the 2 <sup>nd</sup> having been held on 12 <sup>th</sup> February 2014. He invited the team leader from the Project /Mr. Hiroaki Takahashi to take the members through the next items on the agenda.	All
<u>2.0</u>	<u>Remarks by JICA Senior Representative Uganda office.</u>	All
2.1	Mr. Yasumichi Araki, the Senior Representative of JICA Uganda Office welcomed the members to the 3 <sup>rd</sup> JCC meeting for the 2 <sup>nd</sup> phase of the Project. He said he is thankful to all members for their time and work done. He requested the counterparts to build a consensus on the format of the road data base as proposed by the JICA Expert. He also informed the members that the Project is only remaining with 9 months to end and so urged MOWT to commit a budget to complete the remaining portion of the target and to continue with its good work thus proper sustainability of the Project.	
<u>3.0</u>	<u>Presentation of progress of work for 2<sup>nd</sup> Phase by JICA Expert Team Leader</u>	
3.1	Mr. Hiroaki TAKAHASHI, the Team leader of the JICA team Experts made a presentation of the progress of work for the 2 <sup>nd</sup> Phase of the Project. The topics presented were; <ol style="list-style-type: none"> <li>1. Objective of the 3<sup>rd</sup> JCC meeting.</li> <li>2. Project Design Matrix (PDM)</li> <li>3. Project Schedule Phase 2 to date</li> <li>4. Project Activities</li> <li>5. Plan for Next Schedule for the completion of the Project.</li> </ol>	

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<u>4.0</u>	<b>Discussion by All participants.</b>	
	After the Presentation, the following observations and comments were raised.	
<u>4.1</u>	<b>MOWT to Prepare Vehicles for data collection.</b> <ul style="list-style-type: none"> <li>◆ Mr. Takahashi Hiroaki requested MOWT to prepare their own vehicles for data collection (fieldwork) since the JICA Experts will be leaving for Japan and MOWT Engineers will be expected to continue with the data collection.</li> <li>◆ Eng. Onen promised the members that MOWT is working on the vehicle issue and very soon it will be solved.</li> </ul>	MOWT
<u>4.2</u>	<b>Completion of road surveys in the finished Districts</b> <ul style="list-style-type: none"> <li>◆ Eng. Stephen Kitonsa raised a concern as to whether all the covered districts were completely surveyed in this phase, noting that in the previous phase, some districts' roads were not fully surveyed.</li> <li>◆ Mr. Takahashi Hiroaki responded that road inventory surveys have now been fully completed for all district roads of 31 districts whose roads had not been fully surveyed in the previous phase.</li> </ul>	JICA expert
<u>4.3</u>	<b>What information can be shared??</b> <ul style="list-style-type: none"> <li>◆ Eng. Kitonsa inquired on the type of information that can be shared by the rest of the members.</li> <li>◆ Mr. Takahashi Hiroaki the Team leader said that he has prepared a print out of the road Atlas and a Project report. The Project also introduced black Vue (Video Recorder) which is useful in data collection.</li> <li>◆ Mr. Timothy Kisu confirmed to the members that out of 31 districts, 8 have complete data (District, Municipal and Town council Road Network) while 23 districts do not have complete data (District and some Municipal Roads).</li> </ul>	MoWT
<u>4.4</u>	<b>Progress of the World Bank Project.</b> <ul style="list-style-type: none"> <li>◆ Mr. Ryoichi Kawabe inquired from the meeting about the progress of the World Bank project that is to start from where JICA stopped and whether it was to follow the same system that JICA was following. He proposed that World Bank should be invited to see the Projects' progress</li> <li>◆ Eng. Alex Onen responded that the bid evaluation report was reviewed and sent to the World Bank for no objection. He added that he recently had a meeting with them and a few issues that were raised are to be ironed out soon. On that issue, the members set a time frame for when the World Bank Project should intervene and this was agreed to be end of this June.</li> <li>◆ Mr. Takahashi further advised that the World Bank Project should prepare to follow the same road database system by JICA project.</li> </ul>	JICA expert
<u>4.5</u>	<b>Surface condition.</b> Dr Sion Haworth asked how road survey condition is evaluated? <ul style="list-style-type: none"> <li>◆ The Team Leader of the JICA Team of experts replied that there is evaluation by visual inspection and average speed. He further informed the meeting that VIMMS measurement system was also introduced to the counterparts as one of the useful and reasonably</li> </ul>	MOWT

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	<p>priced systems for the survey. Furthermore, he said that drive video recorders were also introduced as a backup record of the survey exercise.</p>	
4.6	<p>What is the level of achievement for urban roads??</p> <ul style="list-style-type: none"> <li>◆ Eng. Onen said that the level of achievement for urban roads is on a low side. Initially 50% was to be achieved but so far only 24% is done and 26% is remaining.</li> </ul>	MoWT/expert
4.7	<p>Coverage Area by JICA Project</p> <ul style="list-style-type: none"> <li>◆ Target of coverage area by JICA Project was reconfirmed that 50% of estimated total length of district roads and 50% of estimated total length of urban roads approved on 1<sup>st</sup> Phase Project.</li> </ul>	JICA
4.8	<p>JICA Evaluation Mission in September</p> <p>Mr. Ryoichi Kawabe, JICA Uganda Office informed the meeting that the JICA evaluation mission would be dispatched to the Project in September 2014.</p>	Expert.
4.9	<p>Training in Japan.</p> <ul style="list-style-type: none"> <li>◆ 5 senior engineers will undergo training in Japan in October 2014 for 10 days. They are to be selected from stakeholders.</li> </ul>	
5.0	Closing remarks	
5.1	<ul style="list-style-type: none"> <li>◆ The chairman called on all stakeholders to continue working together as a team for greater success of the project.</li> <li>◆ He thanked members for having turned up for the meeting and urged them for their continuous support.</li> <li>◆ He ended by reiterated the government's commitment to facilitating their engineers for sustainability of the program after withdraw of the JICA experts.</li> <li>◆ Lastly he urged MOWT to commence the World Bank Project before the JICA team leaves.</li> <li>◆ The meeting was closed at 4:30 PM.</li> </ul>	All

  
 Eng. Robert Rwanga  
 Acting Commissioner of Roads and Bridges  
 Ministry of Works and Transport

  
 Hiroaki TAKAHASHI  
 Team Leader,  
 JICA Expert Team

### ACRONYMS

Acronym	Definition
Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
PXE/DCR	Acting Principal Executive Engineer/ District Community Roads
AC/DCR	Assistant Commissioner /District Community Roads
Ag.PXE/CAR	Acting Principal Executive Engineer/ Community Accesses Roads
SE/DCR	Senior Engineer/ District Community Roads
SE/UR	Senior Engineer/Urban Roads
CE/UR	Civil Engineer/ Urban Roads
JICA	Japanese International Cooperation Agency
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics
KCCA	Kampala Capital City Authority
JICA	Japan International Cooperation Agency
URUA	Uganda rural and urban roads authority





ATTENDANCE LIST OF THE MEETING.

No.	Name	Title/Organization	Tel
1	Eng. Robert Rwanga	Ag. DEW/EIC -MoWT	
2	Mr. Yasumichi ARAKI	Senior Representative- JICA Uganda Office	
3	Mr. Ryoichi KAWABE	Representative, -JICA Uganda Office	
4	Dr. Sion Haworth	Adviser-MoWT	
5	Eng. Alex Onen	PXE/DCR- MoWT	
6	Eng. Stephen Kitonsa	ACE/DCR -MoWT	
7	Dr. Mbadawa John	Ag PXE/DCR-MoWT	
8	Eng. Kisitu Timothy	SE/DCR-MoWT	
9	Mr. Okudi Paul	Senior statician-UBOS	
10	Mr. Waswa Jose	Supervisor/Transport-KCCA	
11	Mr. Hiroaki TAKAHASHI	Team Leader- Expert Team	
12	Mr. Yasushi OHWAKI	Deputy Team Leader-Expert Team	
13	Mr. Shozo SHIMODA	Road Inventory Survey Expert-Expert Team	
14	Ms. Arinaitwe Prudence	Administrator-Expert Team	

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## Minute of Meeting for 4th JCC Meeting

DUR2/JCC/04

MINUTES OF 4TH JOINT COORDINATION COMMITTEE (JCC) MEETING FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, HELD ON 3<sup>RD</sup> OCTOBER 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT KAMPALA AT 2:00PM

ATTENDANCE-SEE ATTACHED

AGENDA:

1. OPENING REMARKS BY CHAIRMAN, MOWT,
2. REMARKS BY JICA UGANDA OFFICE
3. EXPLANATION OF CURRENT PROGRESS OF THE PROJECT BY JICA EXPERT TEAM& C/P MOWT
4. REPORT ABOUT THE TERMINAL EVALUATION( JICA TEAM)
5. DISCUSSION.
6. CLOSING REMARKS
7. SIGNING OF MINUTES OF THE MEETING.

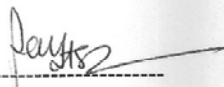
No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b>Opening Remarks by Chairman</b>	
<b>1.1</b>	The Chairman, Eng. Robert Rwanga, the Ag. DEW/EIC, Ministry of Works and Transport (MoWT) welcomed the members to the meeting and thanked the JICA Terminal Evaluation Team/Experts for their support and the good work done especially the terminal evaluation that was carried successfully. He took the members through the agenda and asked the members to introduce themselves; he reminded the members that this was the 4 <sup>th</sup> JCC Meeting. He invited the JICA Representative in Uganda to take the members through the next item on the agenda.	All
<b>2.0</b>	<b>Remarks by JICA Representative Uganda office.</b>	All
<b>2.1</b>	Mr. Ryoichi Kawabe, the Representative of JICA Uganda Office welcomed the members to the 4 <sup>th</sup> JCC meeting for the 2 <sup>nd</sup> phase of the Project. He said he is thankful to all members for their time and work done. He commented that so far 50% of the expected outputs has been covered and he said that the most important is human resource especially after this Project. He appreciated Mr. Timothy Kisitu having acquired skills on the use of the GIS technology and ended his remarks by informing the members that the Project will be completed soon and the activity will be under the World Bank Project. He requested MoWT to take full control and ensure proper sustainability of the Project.	
<b>3.0</b>	<b>Explanation of current progress of the project by JICA Expert Leader</b>	
<b>3.1</b>	Mr. Hiroaki TAKAHASHI, the Leader of the JICA Expert Team gave account of his presentation and covered the following areas; 1. Achievements of the current progress 2. Change of PDM 3. Next schedule	

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	He explained that the Project has almost achieved the target.		
<b>4.0</b>	<b>Report about the Terminal Evaluation (JICA Terminal Evaluation Team)</b>		
<b>4.1</b>	<p>Mr. Yoshihiro Kakishita the leader of the JICA Terminal Evaluation mission thanked the members and extended his sincere appreciation for the support accorded to them during the evaluation Process. He invited Ms. Chiaki Yamada the Consultant Evaluation Analyst to give more highlights on how the evaluation went on; she too thanked the team for the cooperation and support rendered towards the terminal evaluation process. She informed the members that the mission was conducted from 14<sup>th</sup> September to 3<sup>rd</sup> October which she rounded off to 2 weeks and usually it is done approximately 6 months before the end of the project. She said that the project was evaluated based on the results/review of the report with MoWT C/P and the expert team. The evaluation results were based on 3 objectives;</p> <p>1. Deliverance                  2. Effectiveness                  3. Efficiency.</p> <p>The overall assessment is that deliverance, effectiveness and efficiency were high. In her conclusion, she requested the C/P to put more efforts in order to achieve the project purpose and to focus more on the database so that it may be completed by the end of the Project.</p>		
<b>5.0</b>	<b>Discussion.</b>		
<b>5.1</b>	<p><b>Necessary actions for the maintenance of roads database (Budget preparation)</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Takahashi asked C/P about the plan to secure the necessary budget for maintenance of established road database;</li> <li>◆ Eng. Onen responded that the meeting between the Local Government Finance Commission was sitting at the time of meeting and they requested the members in that meeting representing MoWT to put it before the Commission that Local Government should budget for carrying out Road inventory by DUCs periodically.</li> <li>◆ He also added by informing the members that the World bank Project is taking off from JICA Project and they hope that sustainability maintenance of the Project it means to use same method of JICA Project will automatically be achieved.</li> </ul>	JICA expert	
<b>5.2</b>	<p><b>Necessary actions for the maintenance of roads database (Set up of road database management team)</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Takahashi asked about the plan for the setting up the road database management team;</li> <li>◆ Eng. Onen replied that under the Transport Sector Development Project (TSDP). There is a transport sector data management system which is going to be established. DUR database system will be managed by road database management team which will be set up under DUR divisions. MoWT also agreed that they shall have their own server managed by road database management team for the maintenance of established road database.</li> </ul>	MoWT	
<b>5.3</b>	<p><b>Training in Japan.</b></p> <p>5 senior engineers will undergo training in Japan in October 2014 for 10 days. They were selected by stakeholders.</p>	MoWT/expert	

<b>5.4</b>	<b>Approval of PDM4</b> JCC members approved the change of PDM from PDM3 to PDM4.	MoWT	
<b>5.5</b>	<b>Next JCC meeting</b> The Team requested to set next JCC meeting on February 04, 2015.	MoWT	
<b>6.0</b>	<b>Closing remarks</b>		
<b>6.1</b>	<ul style="list-style-type: none"> <li>◆ The Chairman thanked members for having turned up for the meeting and urged them for their continuous support.</li> <li>◆ The minutes of the terminal Evaluation was signed between Mr. Yoshihiro Kakishita /JICA Terminal Evaluation Team and Mr. James Collins Dombo / Undersecretary/Finance and Administration of MoWT.</li> <li>◆ The meeting was closed at 3:30 PM.</li> </ul>	All	

  
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**Eng. Robert Rwanga**  
 Acting Engineering In Chief  
 Ministry of Works and Transport

  
 -----  
**Hiroaki TAKAHASHI**  
 Team Leader,  
 JICA Expert Team




### ACRONYMS

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CE/UR	Civil Engineer/ Urban Roads
JICA	Japanese International Cooperation Agency
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics
KCCA	Kampala Capital City Authority
JICA	Japan International Cooperation Agency
URUA	Uganda rural and urban roads authority





ATTENDANCE LIST OF THE MEETING.

No.	Name	Title/Organization	Tel
1	Eng. Robert Rwanga	Ag. DEW/EIC -MoWT	
2	Eng. Alex Onen	PXE/DCR- MoWT	
3	Eng. Kisitu Timothy	SE/DCR-MoWT	
4	Mr. Ryoichi KAWABE	Representative,-JICA Uganda Office	
5	Mr. Yoshihiro Kakishita	Team Leader, JICA Terminal Evaluation Team	
6	Mr. Kiyohito Shimada	Coordinator, JICA Terminal Evaluation Team	
7	Ms. Chiaki Yamada	Consultant Evaluation Analyst, JICA Terminal Evaluation Team	
8	Mr. Hiroaki TAKAHASHI	Team Leader- Expert Team	
9	Mr. Joel Cruz	GIS Engineer – Expert Team	
10	Ms. Arinaitwe Prudence	Administrator-Expert Team	
11	Mr. Paul Kyewenka	Survey Assistant-Expert Team	



## Minute of Meeting for 5th JCC Meeting

DUR2/JCC/05

MINUTES OF 5<sup>TH</sup> JOINT COORDINATION COMMITTEE (JCC) MEETING FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, HELD ON 6<sup>TH</sup> FEBRUARY 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT KAMPALA AT 2:00PM

ATTENDANCE-SEE ATTACHED

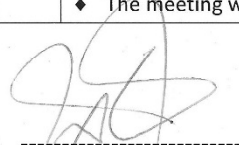
AGENDA:

1. OPENING REMARKS BY CHAIRMAN, MOWT,
2. REMARKS BY CHIEF REPRESENTATIVE JICA UGANDA OFFICE
3. EXPLANATION OF ACHIEVEMENT OF THE PROJECT EXPERT TEAM
4. REPORT ON TRAINING IN JAPAN
5. DISCUSSION.
6. CLOSING REMARKS

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b>Opening Remarks by Chairman</b>	
<b>1.1</b>	The Chairman, Eng. Alex Onen, the Ag. ACE/NR, Ministry of Works and Transport (MoWT) welcomed the members to the meeting and thanked the JICA team/ experts for their support and the good work done, specifically on the completion of the project that was successfully done. He took the members through the agenda and requested them to introduce themselves; he reminded the members that this was the 5 <sup>th</sup> JCC Meeting and the last one in 2 <sup>nd</sup> phase. He invited the JICA Chief Representative /Mr. Kyosuke KAWAZUMI to make his remarks to the members as per next item on the agenda.	All
<b>2.0</b>	<b>Remarks by JICA Chief Representative Uganda office.</b>	All
<b>2.1</b>	Mr. Kyosuke KAWAZUMI, the Chief Representative of JICA Uganda Office welcomed the members to the 5 <sup>th</sup> JCC meeting in the 2 <sup>nd</sup> phase of the Project. He was so thankful to all the members for the good work done and completion of a three year project that required hard work. He commented that the project has been able to achieve 50% of the expected outputs both in the 1 <sup>st</sup> phase and 2 <sup>nd</sup> phase.	
<b>3.0</b>	<b>Explanation of current progress of the project by JICA Expert Leader</b>	
<b>3.1</b>	Mr. Hiroaki TAKAHASHI, the Leader of the JICA Expert Team explained the achievements made by the Project by highlighting on the following: 1. Project summary; 2. Change of PDM, and 3. Achievements of the current progress. The Expert Leader also reported that the project ended so well by achieving the 50% of what it was meant to achieve at the end of the 2 <sup>nd</sup> phase. He also said that a total of 10 engineers from MoWT and other partners managed to travel Japan for a training which was successful.	

<b>4.0</b>	<b>Report on training in Japan.</b>	
<b>4.1</b>	<p>Mr. Timothy Kisitu, Project Coordinator on the side of MoWT gave a report on the training in Japan.</p> <p>Objectives of the Training were:</p> <ol style="list-style-type: none"> <li>1. Comprehend the importance of asset management through lectures and observation;</li> <li>2. Learn the Road management and maintenance system; and</li> <li>3. Deepen understanding on the trend of evaluation of road surface condition.</li> </ol> <p>He said that Ugandan trainees' team visited various places and learnt a lot of techniques to help them execute their duties effectively.</p> <p>He ended his remarks by thanking JICA and the expert team for the support rendered for the achievement of project.</p>	
<b>5.0</b>	<b>Discussion.</b>	
<b>5.1</b>	<p><b>Comments from JICA</b></p> <p>Mr. Ryoichi KAWABE, JICA Uganda office gave the following comments:</p> <ul style="list-style-type: none"> <li>◆ It was a good achievement that coverage of database has been over 50% as a target of the Project. However, established road database is one of the tools for making maintenance programs. It is more important to setup the necessary system in MoWT to utilize established road database for proper maintenance by MoWT and DUCs.</li> <li>◆ JICA Uganda office requested C/P to invite JICA Uganda to the meetings of the World Bank project.</li> <li>◆ He also requested C/P to use the established road database by the Project for the JICA Northern Corridor Project which is due to be started by end of March 2015.</li> <li>◆ JICA requested that it is necessary for the Ministry to endorse this output of the road inventory and database as its standard format to consolidate their efforts and strengthen their capacity for road maintenance.</li> </ul>	
<b>5.2</b>	<p><b>Database sharing with world Bank.</b></p> <ul style="list-style-type: none"> <li>◆ Mr Bernard Muhwezi from UBOS asked whether there will be any need for the World Bank project to have its own database or whether it will build on the JICA project's database.</li> <li>◆ Eng. Alex Onen replied that the database format of World Bank Project should be same as JICA project.</li> <li>◆ Mr. Timothy Kisitu also added that so far there have been 2 trainings for the Consultant of World Bank project by JICA project. They have understood that the expected output should be compatible with what we have right now.</li> <li>◆ Mr. Bernard Muhwezi suggested that there is need for commissioning of the Road Database Project in the near future so that all concerned get to know more about the project</li> </ul>	JICA expert
<b>5.3</b>	<p><b>Sector working groups to be informed.</b></p> <ul style="list-style-type: none"> <li>◆ In response to JICA's proposal, Eng. Alex Onen proposed to the members that there is need to make a presentation of JICA project outputs to the Sector Working Group in order to accelerate getting an official approval for this road database as its standard format from the Ministry. He said that MoWT should prepare to make the presentation on what MoWT so far has and later make sensitization</li> </ul>	MoWT

	strategy to the other donors and stakeholders.	
5.4	<p><b>What is the sustainability of the Road database system?</b></p> <ul style="list-style-type: none"> <li>◆ Eng. Jessie/URF asked the difference between RAMPS system and road database established by JICA project.</li> <li>◆ Mr. Timothy Kisitu responded that a database has already been created by JICA project. He explained that before the JICA project, there was RAMPS which was a planning software developed by DANIDA. RAMPS could not be used by DUCs engineers, because it was specialized software for maintenance and so it was difficult to be customized by users. However, JICA project developed user friendly road database systems like off the shelf program which is a commonly used software such as excel, arc GIS and so on which can be used easily by most people.</li> <li>◆ There were also a lot of trainings made within the 3 years of the project.</li> <li>◆ He concluded by saying that sustainability of the Road Database Project is a must since it is not in any way specialized.</li> </ul>	MoWT
5.5	<p><b>Eng. Jessie asked whether the Database will be updated annually??</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Timothy said that updating will be done twice in annually because of financial constraints and also the project was assigned 4 engineers and therefore it will be easy for this to be achieved.</li> </ul>	MoWT/expert
5.6	<p><b>Mr. Bernard asked if there is any Backup and Risk management strategies put in place.</b></p> <ul style="list-style-type: none"> <li>◆ Eng Joel Cruz replied that they are already using drop box for safety of the data.</li> <li>◆ Mr. Timothy added that they also have hard discs. He said that they are going to give a copy to Transport Sector Data Centre that has come up with a proposal which will be in the final report on how we can keep this data safely.</li> </ul>	MoWT/Expert
<b>6.0</b>	<b>Closing remarks</b>	All
	<ul style="list-style-type: none"> <li>◆ The Chairman thanked members for their support and technical cooperation towards the completion of the project.</li> <li>◆ The meeting was closed at 4:10 PM.</li> </ul>	



Eng. Onen Alex  
 FOR: PERMANENT SECRETARY  
 Ministry of Works and Transport



Hiroaki TAKAHASHI  
 Team Leader,  
 JICA Expert Team

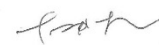
### ACRONYMS

Acronym	Definition
Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
PXE/DCR	Acting Principal Executive Engineer/ District Community Roads
AC/DCR	Assistant Commissioner /District Community Roads
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JICA	Japanese International Cooperation Agency
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KCCA	Kampala Capital City Authority
JICA	Japan International Cooperation Agency
URUA	Uganda rural and urban roads authority



ATTENDANCE LIST OF THE MEETING.

No.	Name	Title/Organization	Tel
1	Eng. Alex ONEN	PXE/DCR- MoWT	
2	Mr. Kyosuke KAWAZUMI	Chief Representative- JICA Uganda Office	
3	Mr. Ryoichi KAWABE	Representative,-JICA Uganda Office	
4	Eng. Timothy KISITU	SE/DCR-MoWT	
5	Mr. Leppi Bosco	CE/DCR-MoWT	
6	Eng. Jessie J. Namara	URF-Monitoring and Evaluation Office	
7	Mr. Bernard Justus Muhwezi	UBOS-Manager GIS	
8	Mr. Hiroaki TAKAHASHI	Team Leader- Expert Team	
9	Mr. Joel F. CRUZ	Expert Team-GIS Engineer	
10	Dr. Yoshinobu OSHIMA	Expert Team-Ass Professor	
11	Ms. Arinaitwe Prudence	Administrator-Expert Team	
12	Mr. Kyeweka Paul	Ass Surveyor	



## 8-2 テクニカルワーキンググループ(TWG) 会議

Meeting	Phase	No.	Date	Meeting Topic
TWG		1 <sup>st</sup>	28 February, 2015 (Fri)	Presentation of Output(Draft)
Meeting		2 <sup>nd</sup>	30 May, 2015 (Fri)	Presentation of Output(Draft)

## Minute of Meeting for 1st TWG Meeting

DUR2/JCCM/01

MINUTES OF 1<sup>ST</sup> TECHNICAL WORKING GROUP (TWG) FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, MEETING HELD ON FRIDAY, 28<sup>TH</sup> FEB 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT AT 02:00 PM.

ATTENDANCE-SEE ATTACHED

AGENDA:

1. INTRODUCTION BY MEMBERS
2. OBJECTIVE OF TWG MEETING
3. PROGRESS OF THE PROJECT
  - ROAD INVENTORY SURVEY
  - DATA PROCESSING BY MOWT
  - OUTLINE OF OUTPUTS
4. NECESSARY CONTENTS OF ROAD DATABASE
5. CLARIFICATION OF CURRENT ISSUES DATABASE SYSTEM FOR MAINTENANCE
6. DISCUSSION
7. CLOSING

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b><u>Opening Remarks by Chairman</u></b>	
1.1	The Chairman, Eng. Robert Rwanga, the Ag. CRB, Ministry of Works and Transport (MoWT) welcomed the members to the meeting; he reminded the members that the Technical Working Group (TWG) was the first meeting for the working Group and basically there was nothing much from the communication chair. He invited the team leader from the project /Mr. Hiroaki Takahashi to take the members through the objectives for the project.	All
<b>2.0</b>	<b><u>Explanation of the Work Progress for 2<sup>nd</sup> Phase by expert team Leader</u></b>	All
2.1	Mr. Hiroaki TAKAHASHI, the Leader of the JICA Expert Team explained the work progress for 2 <sup>nd</sup> Phase of the Project, 1. Objective of TWG meeting 2. Project Schedule 3. Progress of the Project-Road inventory survey progress. 4. Outline of outputs for the Project- Data processing 5. Clarification of current issues for database system for maintenance 6. Challenges Mr. Joel F. Cruz/JICA Expert explained the road atlas (draft) as the outputs of the Project.	
<b>3.0</b>	<b><u>Discussion by All participants</u></b>	
	After the Presentation by the JICA Expert Team, the following observations and comments were raised.	

1/5

No.	Discussion	Action/Resp Officer
4.1	<p><b>Data processing problem</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Joel F. Cruz/JICA Expert pointed out the challenge of data processing at Project Office. Data processing works were basically carried out by MoWT engineers. However, JICA expert team also processed the data, because progress of data processing work by MoWT engineers has been very slow.</li> <li>◆ Current progress of data processing was 9 areas finished by MoWT engineers and 21 areas finished by JICA expert team out of 43 districts and municipalities. The target of the Project is to prepare the road atlas for all survey coverage areas of the Project.</li> <li>◆ JICA expert team strongly requested counterparts to accelerate the data processing work by MoWT engineers.</li> </ul>	MOWT/expert
4.2	<p><b>How are road features captured in the survey</b></p> <ul style="list-style-type: none"> <li>◆ Joel .F Cruz explained this and said that these were considered as structures. He also emphasized that the type of road feature is captured through drainage structures and that these drainage structures are standardized and can help in the judging of roads, structures and other facilities.</li> </ul>	MOWT/expert
4.3	<p><b>Are there challenges of finding district roads against community roads</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Timothy from MoWT answered that the only challenge they always find when collecting data in such districts is to confirm the road classification with district roads whether it is class 1, 2 or 3. He further said that some of road classes for the district roads are not identified in the district office.</li> <li>◆ He also emphasized that another most challenge is giving out wrong length for example if the road is 20kms, they normally give 25kms.</li> <li>◆ The road inventory survey team had not come across to a problem of defining whether it is a district road or a community road. Survey team confirmed the road type to district/municipal engineers before starting the survey.</li> </ul>	MoWT
4.4	<p><b>How to use and who to use the database??</b></p> <ul style="list-style-type: none"> <li>◆ The members said that the best people to process the data are the persons that carried out the survey. The only challenge is that they do not have time to process data and that also delays the whole system.</li> <li>◆ The Chairman said that MoWT will assign/dedicate and facilitate a team purely for the assignment of data processing.</li> <li>◆ In order to achieve the Project objective, the Chairman further said that MoWT will ensure that the engineers' performance rating will be based on data processing in order to achieve the Project objective.</li> </ul>	MoWT
4.5	<p><b>How to maintain the database</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Vicent SSozi/ Principal Statician- MoWT pointed out that MoWT needs to do road inventory every year. He said that a good road today is not the same road next year and therefore need to keep updating the system.</li> </ul>	MoWT
<u>5.0</u>	Closing remarks	

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No.	Discussion	Action/Resp Officer
5.1	<ul style="list-style-type: none"><li>◆ The chairman called on all stakeholders to continue working together as a team for greater success of the project.</li><li>◆ He thanked members for having turned up for the meeting and urged them for their continuous support.</li><li>◆ The meeting was closed at 4:15 PM.</li></ul>	All



**Eng. Robert Rwanga**  
Acting Commissioner of Roads and Bridges  
Ministry of Works and Transport



**Hiroaki TAKAHASHI**  
Team Leader,  
JICA Expert Team



### ACRONYMS

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Ag. DEW/EIC	Acting Director of Engineering and Works/Engineer in Chief
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JICA	Japanese International Cooperation Agency
MoWT	Ministry of Works and Transport.
UBOS	Uganda Bureau of Statistics
KCCA	Kampala Capital City Authority
JICA	Japan International Cooperation Agency
URUA	Uganda rural and urban roads authority

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ATTENDANCE LIST OF THE MEETING.

No.	Name	Title/Organization	Tel
1	Eng.Robert Rwanga	Ag CRB-MOWT	
2	Dr. Mbadhwe John	Ag PXE/DCR-MoWT	
3	Dr. Sion Haworth	Adviser-MoWT	
4	Mr. Ryoichi KAWABE	Representative,-JICA	
5	Mr. Zemedkun Girma	Senior Transport Specialist- World Bank	
6	Mr. Godfrey Magala	SE/UR-MoWT	
7	Mr. Kisitu Timothy	SE/DCR-MoWT	
8	Mr. Vicent SSozi	Principal Statician- MoWT	
9	Mr. Myers Murumu	M&E-MoWT	
10	Mr. Balamu Robert	CE/UR-MoWT	
11	Mr. Banga Victor	CE/UR-MoWT	
12	Mr. Hiroaki TAKAHASHI	Team Leader- JICA Expert Team	
13	Mr. Joel Cruz	JICA Expert team	
14	Mr. Kazuhiro ISHIZUKA	JICA Expert Taem	
15	Mr. Shozo SHIMODA	JICA Expert Team	
16	Mr. Paul KYEWENKA	Survey Assistant-JICA Expert Team	
17	Ms. Arinaitwe Prudence	Administrator-JICA Expert Team	
18	Mr. Oboi Augustine	Staff- JICA Expert Team	

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## Minute of Meeting for 2nd TWG Meeting

DUR2/TWG/02

MINUTES OF 2<sup>ND</sup> TECHNICAL WORKING GROUP (TWG) MEETING FOR DISTRICT AND URBAN ROAD (DUR) MAPPING AND ROADS DATABASE, HELD ON THURSDAY, 29<sup>TH</sup> MAY 2014 AT CENTRAL MECHANICAL WORKSHOP, MINISTRY OF WORKS AND TRANSPORT KAMPALA AT 10:00 AM.

ATTENDANCE-SEE ATTACHED

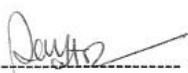
AGENDA:

0. INTRODUCTION BY MEMBERS
1. PREVIOUS MINUTES
2. PROJECT SCHEDULE
3. PROGRESS OF THE PROJECT
4. OUTPUTS DRAFT
5. NEXT SCHEDULE
6. CHALLENGES
7. DISCUSSION
8. CLOSING

No.	Discussion	Action/Resp Officer
<b>1.0</b>	<b>Opening Remarks by Chairman</b>	
<b>1.1</b>	The Chairman, Eng. Robert Rwanga, the Ag. CRB, Ministry of Works and Transport (MoWT) welcomed the members to the meeting, took the members through the agenda and asked the members to introduce themselves; he reminded the members that this was the second Technical Working Group (TWG) meeting, the first having been held on 28 February, 2014. He invited the team leader from the Project /Mr. Hiroaki Takahashi to take the members through the next items on the agenda.	All
<b>2.0</b>	<b>Explanation of the Work Progress for 2<sup>nd</sup> Phase by expert team Leader</b>	All
<b>2.1</b>	Mr. Hiroaki TAKAHASHI, the Leader of the JICA Expert Team explained the work progress for 2 <sup>nd</sup> Phase of the Project, 1. 1 <sup>st</sup> TWG meeting: 2. Report of Project Progress - Road Inventory Survey Progress - Pilot Survey with JICA expert - Survey by C/P 3. Progress of Data Processing Work (Pilot Survey) -Presentation of Outputs Draft (Road Atlas) -Road Database Maintenance 4. Road Rehabilitation Prioritization Analysis 5. Challenges  Mr. Joel F. Cruz/JICA Expert explained the Road Rehabilitation Prioritization Analysis and how it's used to the meeting.	

No.	Discussion	Action/Resp Officer
3.0	<b>Discussion by All participants</b>	
	After the Presentation by the JICA Expert Team, the following observations and comments were raised.	
3.1	<p><b>Completion of road surveys in the finished Districts</b></p> <p>◆ Eng. Stephen Kitonsa raised a concern as to whether all the covered districts were completely surveyed in this phase, noting that in the previous phase, some districts' roads were not fully surveyed.</p> <p>Mr. Takahashi Hiroaki responded that road inventory surveys have now been fully completed for all district roads of 31 districts whose roads had not been fully surveyed in the previous phase.</p> <p><b>Traffic levels consideration in the Road Rehabilitation Prioritization Analysis??</b></p> <p>◆ Eng. Stephen Kitonsa further asked at what levels the traffic levels would be considered in the Road Rehabilitation Prioritization Analysis.</p> <p>Joel .F Cruz explained that the traffic survey data for district roads was not available and as such traffic levels cannot be used in the prioritisation analysis. National data sets of the available data were preferred to be used in the analysis.</p>	JICA expert
3.2	<p><b>Survey by C/P</b></p> <p>◆ Team leader of JICA expert team explained about current progress again.</p> <p>Coverage of road inventory survey for district roads has been achieved approx.50% of estimated total length of district roads. Remaining survey is survey by C/P to complete up to 50% as target coverage of urban roads.</p> <p>Survey by C/P should be completed by October 2014 during the assignment of JICA experts. If these activities by C/P will continue after October, C/P should conduct all activities such as survey, data processing and preparation of prioritization analysis without JICA support.</p> <p>Team leader mentioned that it was important to secure sufficient budget for smoothly implementation for these activities by C/P.</p>	MoWT
3.3	<p><b>Use of the Road Rehabilitation Prioritization Analysis on local or national Level</b></p> <p>◆ Dr. Sion Haworth, an adviser in MOWT inquired as to whether the analysis was to be used at the national level or the local level, since rehabilitation is under the ministry and not the Local government as there are no funds from rehabilitation, but rather maintenance of the roads. He further asked who was to operate the prioritization process, the local government or the ministry.</p> <p>Eng. Robert Rwanga proposed that the best way would be to study it and see where to best apply it.</p>	JICA expert
3.4	<p><b>Prioritisation and National planning Authority vision</b></p> <p>◆ Mr. Bernard Justus Muhwezi from UBOS advised that as the prioritization is being done, emphasis should be put on making the priorities similar or related to those of the country's national planning authority vision 2040</p>	MoWT/expert

No.	Discussion	Action/Resp Officer
	as this would make funding much easier.	
3.5	<p><b>Progress of the World Bank Project</b></p> <ul style="list-style-type: none"> <li>◆ Mr. Takahashi inquired from the meeting about the progress of the World Bank project that is to pick from where JICA stopped and whether it was to follow the same system that JICA was following.</li> </ul> <p>Eng. Alex Onen responded that the valuation report had been sent to the World Bank and was reviewed and comments made.</p> <ul style="list-style-type: none"> <li>◆ Among the comments, it was noticed that the project programme was crossing the year 2016 and a meeting with the consultant was to be held and a reschedule to be discussed.</li> <li>◆ Mr. Takahashi further advised that the World Bank Project should prepare to start to follow the same road database system by JICA project.</li> </ul>	MoWT
3.6	<p><b>Coverage by World Bank Project</b></p> <ul style="list-style-type: none"> <li>◆ A clarification about what the World Bank Project intends to cover was request for by Eng. Robert Rwanga whether a specific number of districts as well or all the remaining un surveyed districts.</li> <li>◆ An immediate look through the World Bank documentation was proposed in order to come up a clear statement of what the World Bank project intends to cover.</li> </ul>	MoWT
3.7	<p><b>Coverage Area by JICA Project</b></p> <ul style="list-style-type: none"> <li>◆ Target of coverage area by JICA Project was reconfirmed that 50% of estimated total length of district roads and 50% of estimated total length of urban roads approved on 1<sup>st</sup> Phase Project.</li> </ul>	MoWT
3.8	<p><b>Contents of Road Rehabilitation Prioritization Analysis</b></p> <ul style="list-style-type: none"> <li>◆ Team leader of JICA expert team asked the chairman whether it is alright to proceed with the preparation of Contents of road rehabilitation prioritization analysis.</li> </ul> <p>The chairman agreed to proceed with the preparation of Contents of road rehabilitation prioritization analysis.</p>	MoWT
4.0	<b>Closing remarks</b>	
4.1	<ul style="list-style-type: none"> <li>◆ The chairman called on all stakeholders to continue working together as a team for greater success of the project.</li> <li>◆ He thanked members for having turned up for the meeting and urged them for their continuous support.</li> <li>◆ The meeting was closed at 11:45 AM.</li> </ul>	All

  
 Eng. Robert Rwanga  
 Acting Commissioner of Roads and Bridges  
 Ministry of Works and Transport

  
 Hiroaki TAKAHASHI  
 Team Leader,  
 JICA Expert Team



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2	Mr. Ryoichi KAWABE	Representative,-JICA	
3	Dr. Sion Haworth	Adviser-MoWT	
4	Eng. Alex Onen	P/C MOWT	
5	Eng. Stephen Kitonsa	ACE/DCR -MoWT	
6	Mr. Kisitu Timothy	SE/DCR-MoWT	
7	Mr. Bernad Justus Muhwezi	Manager-GIS UBOS	
8	Mr. Hiroaki TAKAHASHI	Team Leader- JICA Expert Team	
9	Mr. Joel Cruz	JICA Expert team	
10	Mr. Kazuhiro ISHIZUKA	JICA Expert Team	
11	Mr. Paul KYEWENKA	Survey Assistant-JICA Expert Team	
12	Ms. Arinaitwe Prudence	Administrator-JICA Expert Team	
13	Mr. Kasajja Herbert	Programme officer-JICA	

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Annex 8-3 Minutes of Meeting on Terminal Evaluation Mission Report

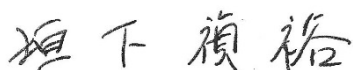
**MINUTES OF MEETING  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE MINISTRY OF WORKS AND TRANSPORT  
ON  
THE TERMINAL EVALUATION  
OF  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
DISTRICT AND URBAN ROAD (DUR)  
MAPPING AND ROADS DATABASE PROJECT  
IN  
THE REPUBLIC OF UGANDA**

The Japanese Terminal Evaluation Team (hereinafter referred to as “the Team”) organized by Japan International Cooperation Agency (hereinafter referred to as “JICA”) headed by Mr. Yoshihiro KAKISHITA visited the Republic of Uganda from 14 September to 4 October 2014 for the purpose of conducting a Terminal Evaluation of “District and Urban Road (DUR) Mapping and Roads Database Project” (hereinafter referred to as “the Project”).

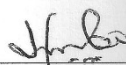
During its stay in the Republic of Uganda, the Japanese Team had a series of discussions and exchanged views with the Ministry of Works and Transport (hereinafter referred to as “MOWT”) in order to jointly evaluate the achievements of the Project.

As a result of the discussions, the Terminal Evaluation Team and MOWT agreed to the matters in the documents attached hereto.

Kampala, 3 October, 2014



Mr. Yoshihiro KAKISHITA  
Team Leader  
Japanese Terminal Evaluation Team  
Japan International Cooperation Agency  
Japan



Mr. James Collins Dombo  
For: Permanent Secretary  
Ministry of Works and Transport  
The Republic of the Uganda

ATTACHED DOCUMENT

I. Terminal Evaluation of the Project

The Team presented the Joint Terminal Evaluation Report and explained the results including recommendations. The Team and MOWT discussed the contents of the Joint Terminal Evaluation Report and adopted it as ATTACHMENT.

ATTACHMENT:  
Joint Terminal Evaluation Report (October 2014)

**ATTACHMENT**

**Joint Terminal Evaluation Report**

**For**

**District and Urban Road (DUR) Mapping and Roads  
Database Project**

**Ministry of Works and Transport (MoWT)**

**And**

**Japan International Cooperation Agency (JICA)**

**October 2014**

18

H.B.

## Table of Contents

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Annex 9. 作成したマニュアル

Type of Manual	Details	Date of issue
Road Inventory Survey Manual		July 2013
GIS manual	Preparation of Mission Planning Maps & Data Processing Manual	December 2013
	Preparation of District and Structure Statistics	December 2013
	DUR Processing Tips Manual	October 2014
	Road Intervention Prioritization Manual	October 2014
VIMS Manual		February 2015
Road Database Manual		February 2015



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**Approval Letter for Road Database Manual**

**DISTRICT AND URBAN ROADS (DUR) MAPPING AND ROADS  
DATABASE PROJECT**

This is to certify that Road Database Manual developed by the above-mentioned project is approved by Ministry of Works and Transport in the Republic of Uganda.

A handwritten signature in black ink, appearing to be 'Alex Onen', written over a horizontal line.

Alex ONEN  
FOR: PERMANENT SECRETARY  
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*February 11, 2015*  
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## Approval letter for Road Inventory Formats and Manual

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