



MINUTES
OF
THE FIFTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMNGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

29 February 2016
Mombasa, Kenya

A handwritten signature in black ink, appearing to be 'James Kiwuka'.

Mr. James Kiwuka
Ministry of Labour and East African Affairs
Republic of Kenya

A handwritten signature in black ink, appearing to be 'Beatus Kalumuna'.

Mr. Beatus Kalumuna
Ministry of Foreign Affairs, East African,
Regional and International Cooperation
United Republic of Tanzania

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating country) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases 1 and 2), including a technical cooperation project component for operationalization of the Namanga and Rusumo One-Stop Border Posts (OSBPs).

2. The first phase of this technical cooperation component for OSBP operationalization was conducted from April 2014 to March 2015, while the second phase commenced in June 2015 and is scheduled to continue to August 2017. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, October, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for OSBPs between the two countries. A fourth JTC meeting and fourth set of training sessions was held in August 2015. In addition, a series of five joint border coordination committee (JBCC) meetings were held between August 2015 and February 2016. These meeting minutes are for the fifth JTC meeting ("the meeting") for the operationalization of the Namanga OSBP (the second during the second phase of the OSBP technical cooperation component).

3. **Annex 1** to these minutes presents the meeting program.

II. Opening

4. Mr. James Kivuva, Senior Assistant Director, State Department of East African Affairs (SDEAA), Ministry of Labour and East African Affairs, Republic of Kenya (hereinafter Kenya), noted the recent official launch of the Holili/Taveta OSBP. He observed that JICA has taken great care to prepare the opening of the Namanga OSBP. He wished the meeting great success.

5. Mr. Beatus Kalumuna, Legal Officer, Ministry of Foreign Affairs, East African, Regional and International Cooperation (MFAEARIC), United Republic of Tanzania (hereinafter Tanzania), noted the focus on ensuring the smooth operationalization of the Namanga OSBP. He also wished the meeting productive deliberations.

6. Mr. Arnold Nkoma, Border Management Expert, Directorate of Customs and Trade, East African Community (EAC) Secretariat, on behalf of the Secretary General, EAC, observed that the Holili/Taveta OSBP, opened two days earlier, is using the procedures developed initially for the Namanga OSBP. He expressed his hope that the Namanga soft infrastructure project can be implemented by June 2016. Of the 15 OSBPs earmarked for implementation in East Africa, 10 have been built, three have been piloted, and now one has been officially launched. The OSBP Act 2015 has been assented to by the Heads of all Partner States. The draft OSBP Regulations are being presented to the Council of Ministers for adoption.

7. The bureau was then constituted. Mr. Kivuva, Kenya, and Mr. Beatus, were appointed as co-chairs. The agenda/program was adopted, and the participants introduced themselves. **Annex 2** provides a list of meeting participants.



8. Mr. Bruce Winston, Team Leader, JICA OSBP Team, reviewed the preceding activities under the OSBP operationalization project component and set out the expectations for the current meeting (i.e., updating of progress and the action plan, monitoring of the operation of the OSBP, presentation of a summary of the mid-term review of the overall JICA trade facilitation project, discussion of preparation of video(s) for training and promotion).

III. Updating of Progress and Action Plan

A. Updates of Progress

9. Representatives from the respective joint border coordination committees (JBCCs) updated the meeting on progress with the development of the infrastructure at the Namanga OSBP.

10. Regarding Kenya, key points mentioned included the following: (i) completion of the work has lagged behind deadlines; (ii) over all, facilities on the Kenyan side are 97-98% complete, but the main building (as well as other facilities, such as the animal holding pen) is not yet finished; (iii) there have been problems with the ceiling and the service counters; and (iv) work has been ongoing on procedures for handling the local community, informed by a recent JBCC site visit to the Holili/Taveta OSBP. It was mentioned that the focus at present by KeNHA has been on the main building and warehouse.

11. Regarding Tanzania, a number of challenges remain, including: (i) ICT installation, (ii) water supply, (iii) and furniture. The 5th JBCC meeting noted specific issues concerning requirements for: (i) security and street lighting, which will affect 24-hour operation; (ii) adequate staffing; (iii) signage; (iv) (heavy duty and baggage) scanners, which will not be part of the AfDB/EAC support; (v) air conditioning in the OSBP buildings; (vi) metal detectors and sniffer dogs; (vii) forklifts and specialized storage facilities; and (viii) flag posts. The need for a joint mission to inspect the facilities on the Tanzanian side was also noted.

12. It was observed that a number of these issues may also apply to the Kenyan side (e.g., the need for air conditioning, which may be required in the future); flag posts; floodlights; K-9 [canine) section; canopies/sheds, with metal detectors, to serve as walkways for passengers).

13. Mr. Nkoma, EAC, informed the meeting that it is intended to complete the Namanga soft infrastructure project by June 2016. It is recognized that additional equipment and furniture is required because additional agencies are moving to the border since the original design was prepared in 2009. Also, an issue is that only one ICT room with only one switch has been prepared (rather than the five that are required, one each for the immigration and customs authorities of each side, and one general switch). Further, in both buildings, wireless access points have not been provided. When funds are disbursed, procurement will follow EAC rules.

14. It was observed that redesigning the ICT room to meet requirements will be a major challenge. The meeting recommended that the EAC look into the issue of providing the ICT connection between the two sides. A meeting of the concerned ICT experts of the two sides along with representative(s) of the EAC Secretariat was called for, to take place on **10 March 2016**. MFAEARIC, Tanzania, will follow up with TANROADS to ensure that it will attend to all necessary issues. KeNHA should also participate in the meeting. Without ICT interconnectivity, it will not be possible to operate Namanga as an OSBP.



15 The importance of health facilities at the border was emphasized, in view of recent and current experience (e.g., Ebola, Zika). One issue is how to isolate those suspected with highly contagious diseases. Also, an area where a contaminated vehicle can be disinfected is required.

B. Updating of the Action Plan

16. With facilitation by Ms. Penina Simba, Regional Consultant, JICA OSBP Team, the meeting updated the action plan that was last agreed at the 4th JTC Meeting at Arusha (Ngurdoto) in August 2015. As mentioned, the meeting agreed that there will be a joint ICT meeting on 10 March 2016. In addition, this meeting will address water issues and include the ministries of health and water together with the local authorities on both sides, to ensure adequate supply of quality water by **31 March 2016**. Also, by **20 March 2016**, MFAEARIC, Tanzania, will coordinate with TANROADS to finalize the relevant activities concerning water supply. It was also proposed that training of Namanga JBCC members and the private sector be held during the **2nd quarter of 2016**, and then proceed as a continuing activity as necessary. The updated action plan is attached as **Annex 3**.

IV. Monitoring of the Operation of the Namanga OSBP

17. Mr. Sydney Chibbabbuka, Regional Consultant, JICA OSBP Team, presented a proposed format to monitor the operationalization of the Namanga OSBP (presented in **Annex 4**). Comments included the following: (i) regarding question 29 on travellers and question 30 on types of vehicles, it was noted that the categorizations should fit available data categories (e.g., freight vehicles, passenger buses, private light vehicles including motorcycles clearing immigration); (ii) regarding question 31, it was mentioned that the number of border agencies in the format will need to be expanded since there are more than three; (iii) regarding the measurement of time savings, it was noted that a “before” time measurement survey was conducted at Namanga in 2014 and an “after” time measurement survey will be conducted at Namanga by mid-2017; (iv) the part(s) of the monitoring format on border performance may need to be expanded; (v) it was clarified that the custodian of this tool may be the JBCC, at least at first; (vi) it was clarified that the tool may be used quarterly (or perhaps be demand-driven, e.g., before a Summit); (vii) it was clarified that the findings of the tool may be implemented at the appropriate level (e.g., the JBCC, development partners) depending on the issue; (viii) it was stated that JICA’s logo can be retained since this tool is for Namanga in the present case; and (ix) considering the importance of certain data not currently collected (e.g., data on motorcycles, bicycles, and carts), a way of collecting and sharing this data should be explored (e.g., through a small-scale consultancy, through training).

V. Summary of Results of Mid-Term Review of the JICA Trade Facilitation Project

18. Ms. Alice K. Muriuki, Project Officer, JICA Trade Facilitation Project Team, briefly introduced the results of the Midterm Review of the Project on Capacity Development for International Trade Facilitation (i.e., the overall JICA Trade Facilitation Project) conducted jointly with the relevant authorities, mainly East African Revenue Authorities, to evaluate the progress of overall achievement in terms of relevance, effectiveness, efficiency, impact, and sustainability. The results were quite encouraging, but in order to achieve the intended effects of the project, the construction of the OSBP facilities at Namanga on the Kenyan side, the establishment of ICT connectivity between Kenya and Tanzania, and other soft infrastructure needs to be in place to commence OSBP operations. She also informed the meeting of the 6th Tokyo International Conference for African Development (TICAD VI), which will take place in Nairobi on 27-28 August 2016, the first time it will be held outside of Japan. Since OSBP projects were among the flagship projects pledged during the last TICAD, she noted that



operationalization of the Namanga OSBP can be highlighted during the upcoming TICAD. The PowerPoint associated with the presentation is provided as **Annex 5**.

VI. Preparation of OSBP Video(s) and Other Materials for Training and Promotion Purposes

19. Ms. Akie Tanaka, Multilateral Coordination / Training and Sensitization Specialist, JICA OSBP Team, presented a concept for production of two types of videos, one for training (Video A) and another for users/public relations (Video B). She also suggested other sensitization measures (e.g., posters, radio advertising targeting truck drivers). Discussion points included the following: (i) it was suggested that the public relations option may be preferable since it is unclear whether OSBPs are so complicated that a video for users is required; (ii) it was stated that the requirement is to present the benefits of the OSBP in totality; (iii) the video for residents should have instant impact, being brief but comprehensive, and in Kiswahili; (iv) it was stated that the OSBP concept is a "game-changer" moving to a different way of doing things; (v) the training should focus first on border control agencies; (vi) it was suggested that the video should emphasize what has changed with the OSBP and how the users are expected to interact with the new system; (vii) it was suggested that the video or poster should be shown/displayed where people are waiting; (viii) subtitles may be useful to address people with different native languages; (ix) videos, booklets, flyers, etc. are not mutually exclusive options (a booklet prepared by the Northern Corridor Transit Transport Coordination Authority was noted); (x) the possibility of combining options 1 and 2 for Video B was suggested; (xi) the need to capture the recommendations of the Namanga JBCC was stressed; and (xii) the benefits of bringing in public relations and communications experts of the two governments and the EAC secretariat to inform the decision making process and facilitate behavioural change communications (BCC) were noted. The PowerPoint of the presentation is provided as **Annex 6**.

VII. Summary of Agreements/Recommendations of the Meeting

20. The meeting agreed that:

- (i) since without ICT interconnectivity, it will not be possible to operate Namanga as an OSBP, there will be a meeting of the concerned ICT experts of the two sides along with representative(s) of the EAC Secretariat, to take place on **10 March 2016** (MFAEARIC will follow up with TANROADS to ensure that it will attend to all necessary issues; KeNHA should also participate in the meeting);
- (ii) in addition, the meeting in (i) above will address water issues and include ministries of health and water together with the local authorities on both sides, to ensure adequate supply of quality water by **31 March 2016**;
- (iii) JICA may consider facilitating the meeting described in (i) and (ii), or at least preparing the invitation letters;
- (iv) by **20 March 2016**, MFAEARIC, Tanzania, will coordinate with TANROADS to finalize the relevant activities concerning water supply;
- (v) training of Namanga JBCC members and the private sector should be held during the **2nd quarter of 2016**, and then proceed as a continuing activity as necessary;

- (vi) the draft monitoring tool, subject to incorporation of the suggestions of the meeting for improvements, should be adopted – MFAREARIC and SDEAA will submit any further comments to the JICA OSBP Team by **11 March 2016**, and the JICA OSBP Team will finalize version 1 of the tool by **18 March 2016**;
- (vii) considering the importance of certain data not currently collected (e.g., data on motorcycles, bicycles, and carts), a way of collecting and sharing this data should be explored (e.g., through a small-scale consultancy, through training); and
- (viii) a meeting of public relations and communications experts of the two governments and the EAC secretariat, along with border agency officials, to inform the decision making process and facilitate behavioural change communications, regarding preparation of videos and other sensitization materials, may be held, in the **2nd quarter of 2016**.

VIII. Closing Remarks

21. Mr. Arnold Nkoma, EAC, informed the meeting that the second phase of the East African Trade and Transport Facilitation Program is now under development. He expects that the designs for their second set of borders will be more comprehensive and modern than were the designs in the first phase (e.g., with in-built PA systems, improved traffic circulation). Finally, he urged all to work hard to finalize the Namanga OSBP.

22. Mr. Bruce Winston, JICA OSBP Team, congratulated the participants on the progress achieved during the meeting. However, he noted there are still serious outstanding issues to address before operationalization of the OSBP, especially regarding ICT and water. He observed that these issues are now being addressed as a matter of urgency.

23. Mr. Beatus Kalumuna, Ministry of Foreign Affairs, East African, Regional and International Cooperation, Tanzania, noted that there are still tasks to be performed, and therefore commitment is required.

24. Mr. James Kivuva, State Department of East African Affairs, Ministry of East African Affairs, Commerce and Tourism, Kenya, thanked all for their participation and thanked JICA for its support.





MINUTES
OF
THE SIXTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMANGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

28-29 September 2016
Arusha, Tanzania
Namanga, Kenya

Eng. Abdillahi Mataka
Ministry of Foreign Affairs and East African
Cooperation
United Republic of Tanzania

Mr. James Kivuva
Ministry of East African Community, Labour
and Social Protection
Republic of Kenya

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases I and 2), including a technical cooperation project component for operationalization of the Namanga and Rusumo One-Stop Border Posts (OSBPs).

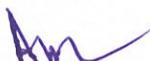
2. The first phase of this technical cooperation component for OSBP operationalization was conducted from April 2014 to March 2015, while the second phase commenced in June 2015 and is scheduled to continue to August 2017. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, October, and December 2014) and three sets of training were conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for OSBPs between the two countries. A fourth JTC meeting and fourth set of training sessions were held in August 2015. In addition, a series of five joint border coordination committee (JBCC) meetings were held between August 2015 and February 2016. The fifth JTC meeting was held on 29 February 2016 in Mombasa, Kenya. These meeting minutes are for the sixth JTC meeting ("the meeting") for the operationalization of the Namanga OSBP (the third during the second phase of the OSBP technical cooperation component).

3. **Annex 1** to these minutes presents the meeting program.

II. Opening

4. Eng. Abdillah Mataka, Assistant Director Economic Infrastructure, Ministry of Foreign Affairs and East African Cooperation, United Republic of Tanzania (hereinafter Tanzania), welcomed the participants and informed them that the program included a site visit to the Namanga OSBP. It was agreed that the minutes of this meeting will be signed after the site visit. He explained that the main objective of the meeting was to discuss and recommend appropriate interventions to ensure the imperative operationalization of the Namanga OSBP. He informed the meeting that progress had been made to address the issues raised in the previous meeting and hoped that this meeting would be the last one before operationalization of the Namanga OSBP. Eng. Mataka urged the participants to engage effectively in the meeting to ensure that the meeting's objectives will be achieved. He then proceeded to officially open the meeting.

5. Mr. James Kivuva, Senior Assistant Director, State Department of East African Community Integration, Ministry of East African Community, Labour and Social Protection, Republic of Kenya (hereinafter Kenya), expressed appreciation to Tanzania for the hospitality extended to his delegation. He thanked JICA for its continued support, and enumerated the initiatives that had been achieved, including the finalization of the draft regional OSBP Procedures Manual. He informed the meeting that the operationalization of the Busia OSBP has reduced the time to clear goods by 80% despite not yet having all the required facilities. He hoped that by the end of the meeting concrete proposals to enable the operationalization of the Namanga OSBP would be concluded. He thanked the Government of



Japan for hosting the Sixth Tokyo International Conference for African Development (TICAD VI) for the first time in Africa and choosing Nairobi as the venue for the conference.

6. In her opening remarks, Ms. Yoko Konishi, Coordinator the JICA Trade Facilitation Project in East Africa, reminded the participants of the long journey they had taken to realize the operationalization of the Namanga OSBP. She expressed appreciation for the ongoing joint inspection conducted by the Kenya Revenue Authority (KRA) and Kenya Highways Authority (KeNHA) and the plan to move staff to the new building soon. She looked forward to the site validation part of the meeting which will allow the participants to establish the current status of the OSBP facilities and the likely time of commencement of operationalization. She noted the good progress made by the task force formed for the completion of simplified clearance procedures for local community residents through a community consultation in June 2016. Underscoring the importance of the Namanga OSBP as a critical link between Arusha, Namanga, and Nairobi, the region, and its economy, she expressed hope that the OSBP would be operationalized soon. She informed the participants that TICAD VI had identified economic diversification, industrialization, and improved security as top priorities for support. Effective implementation of the OSBP will certainly contribute positively to promoting this agenda. Ms. Konishi urged the meeting to address all pending issues and pave the way for operationalization of the OSBP.

7 The bureau was constituted with Eng. Mataka (Tanzania) and Mr. Kivuva (Kenya) as co-chairs. The participants introduced themselves and **Annex 2** to these minutes provides the list of meeting participants.

8. Mr. Koichiro Tamura, Border Management Specialist, JICA OSBP Team, welcomed the participants and expressed appreciation for the efforts made to ensure the operationalization of the Namanga OSBP. He reviewed the preceding activities under the OSBP operationalization project and set out the expectations of the current meeting (i.e., updating of the Action Plan, review of the simplified cross-border procedures for the local communities, discussion of the modalities of monitoring and the planned time measurement survey, and review of public relations materials).

III. Updating of Progress and Action Plan

A. Updates of Progress

9. The Chair invited the participants to report on progress of the issues raised by Mr. Tamura. Representatives from the respective joint border coordination committees (JBCCs) updated the meeting on progress toward operationalization of the Namanga OSBP.

B. Updating of the Action Plan

10. With facilitation by Ms. Penina Simba, Regional Consultant/OSBP Operations Specialist, JICA OSBP Team, the meeting updated the action plan that was last agreed at the 5th JTC Meeting at Mombasa in February 2016. The updated action plan is attached as **Annex 3**.

IV. Updating of Progress from the Workshop on Simplified OSBP Procedures

11. Mr. Patrick Juma Wakhungu, Coordinator of the Namanga Task Force Team, thanked JICA for its support in the process of developing the simplified OSBP procedures and invited the Chair of the Task Force, Mr. Dishon Njuguna, to present the recommendations and conclusions of the workshop on developing the simplified OSBP procedures (**Annex 4**).

Am



12. In the ensuing discussion the following issues were raised:

- (i) The color(s) of jackets of the *boda boda* drivers should be the same.
- (ii) Local community residents should be allowed to move freely within a 15 km radius.
- (iii) The Simplified Trade Regime that already exists needs to be improved, e.g., by including other commodities such as household goods.
- (iv) The procedures need to reflect restrictions on border crossing, e.g., due to infectious diseases of humans and animals, trade quotas on specific goods imposed by Partner States.
- (v) There is a need to adhere to international procedures regarding the movement of livestock.
- (vi) National governments rather than local administrations should issue movement permits for livestock crossing the international border.
- (vii) Local communities need to be sensitized effectively to enable them to appreciate and understand issues concerning the movement of goods through the OSBP, movement permits, and the like.
- (viii) The meeting was requested to take cognizance of the procedures for the clearance of livestock across borders in the draft animal health MOU between Tanzania and Kenya.
- (ix) The simplified procedures should take cognizance of the movement of live fish.
- (x) There is a need to develop an elaborate sensitization program that emphasizes the benefits and importance of implementing the simplified procedures.
- (xi) Training and sensitization should not be considered a single activity.

13. The meeting underscored the importance of an elaborate sensitization program. It was noted that a sensitization program was being developed and its implementation will be discussed with the JICA OSBP Team. The sensitization program will be finalized by 15 October 2016. The JICA OSBP Team will provide the way forward.

V. Monitoring of Operations of the Namanga OSBP and Planning of the Time Measurement Survey

14. Mr. Koichiro Tamura, JICA OSBP Team, presented the background to, and rationale for, the need for periodic monitoring of operations at the Namanga OSBP. He presented details of the frameworks and content for monitoring, the time measurement survey, impact evaluation, and feedback and evaluation. His presentation is provided as **Annex 5**.

15. He underscored the urgency of establishing the date of commencement of the operationalization of the Namanga OSBP given that the JICA OSBP project component will come to an end in August 2017. It is therefore imperative that the monitoring exercise commence immediately after operationalization and the end line survey be undertaken in April and May 2017. Details of the modalities of the monitoring need to be developed expediently, e.g., when the first exercise should commence, mitigating factors for envisaged challenges, who will be in charge of handling and keeping the data. He urged all agencies at the border to actively participate in the monitoring, the findings of which the JBCC will report to JTC.

16. The JICA OSBP Team was requested to assemble and provide the JBCC with copies of TMS reports for other border stations in the region. The meeting was informed that some data (e.g., volume of trucks, buses) is included in the monthly reports of the border agencies. The data will be provided to the JICA OSBP Team by the customs and immigration authorities of

Am

[Signature]

the Partner States. The information will be sent to the respective lead agencies for dispatch to the JICA OSBP Team.

17. Ms Yoko Konishi, JICA Trade Facilitation Project Coordinator, presented a report on the baseline time measurement survey conducted in Namanga in 2014. She explained the importance and significance of the different activities conducted to assess the impact of the OSBP by analyzing issues affecting the clearance of cargo. Her presentation is attached as **Annex 6**.

VI. Sensitization Road Map and the Preparation of Public Relations Materials

18. Mr. Patrick Juma Wakhungu presented the sensitization tools and activities. He underscored the importance of sensitization in facilitating the successful operationalization of the OSBP.

19. The JICA OSBP Team informed the meeting that it can provide some support for the workshop, brochures, and flyers. The team requested elaboration of details (e.g., number of workshop participants, content of brochures, the cost effectiveness of the planned road show connecting e.g. Arusha with Namanga or alternatively an event in a major town. Also, more detailed discussion with the task force team on the content and form of the planned video is required for the JICA OSBP Team to estimate costs. The task force will fine tune and finalize this document for discussion by the JBCC and submission to the JICA OSBP Team.

VII. Site Validation at the Namanga OSBP

20. The JTC conducted a site validation of the Namanga OSBP on the morning of the second day of the meeting (29 September 2016).

21. Eng. Samuel Omer, General Manager (Planning), KeNHA, stated that the handover of the facilities on the Kenyan side is earmarked for December 2016

22. The meeting noted the need for the following:

- (i) a list of the equipment and furniture procured by the EAC Secretariat to be supplied to the OSBP;
- (ii) holding pens for livestock;
- (iii) provision of plug-in points outside the building (e.g., for refrigerated containers);
- (iv) cold storage rooms for perishable goods;
- (v) secure office space for immigration officials working outside of their country;
- (vi) a low partition to demarcate the space for VIPs on the Kenyan side;
- (vii) fixed bars on the ceiling in the space for port health (e.g., for the mounting of thermographic cameras);
- (viii) partitioning of the working space for the Kenya Trade Network Agency (KENTRADE) on the Kenyan side;
- (ix) a secure cage for palletized cargo;
- (x) layout designs on the two sides to take into account the process flow;
- (xi) proper directional signage on both sides;
- (xii) separate space for the clearing of dangerous goods; and
- (xiii) finalization of the allocation of work space.

Am

23. Lessons learned to apply to other borders include the need for designs using natural lighting, the need to address issues related to the supply of water and power at an early stage, and the need for consultations with local communities.

VIII. Summary of Agreements/Recommendations of the Meeting

24. The meeting agreed/recommended that:

- (i) OSBP operations should start with the current facilities as soon as all ICT systems are in place. KRA and TRA should fast track ICT installation and interconnection.
- (ii) The concerned authorities should continue to address other pending issues, including issues noted in the site validation (see VII above).
- (iii) The task force will revise the draft simplified procedures for local community residents in accordance with the comments of the meeting, by 7 October 2016, for validation by a stakeholders' workshop by the end of October 2016.
- (iv) A draft sensitization program will be prepared by the JBCC by 15 October 2016 for discussion with the JICA OSBP Team. Sensitization programs for local community residents on simplified OSBP procedures and broader issues should commence in November/December 2016.
- (v) Training of border agency officers should commence before operationalization and continue on an as-needed basis.
- (vi) Monitoring should commence immediately after operationalization of the OSBP and the results should be reported to the JTC.

IX. Closing Remarks

25. Eng. Mataka thanked the participants for their active participation in the meeting, which reviewed and updated the status of operationalization of the Namanga OSBP. By the end of November 2016, the Heads of State will meet for their 4th retreat on infrastructure development to discuss progress. Therefore, he requested the concerned agencies to fast track resolving the shortfalls identified by this meeting, particularly regarding ICT issues. It should be possible to so by mid-November 2016 so that the operationalization of the Namanga OSBP can start at least on a pilot basis after that and the Heads of State can be advised accordingly.

26. Mr. Kivuva concurred with Eng. Mataka's remarks and thanked all participants for their active contributions. He observed the importance of coming to the border to validate findings.

27. Mr. Bruce Winston, Team Leader, JICA OSBP Team, thanked the participants for their detailed work in charting the way forward for operationalization of the Namanga OSBP. He noted that the team will be able to provide some support for the workshop, brochures, and flyers, subject to further elaboration of details.





MINUTES
OF
THE SEVENTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMANGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

19-21 April 2017
Arusha, Tanzania
Namanga, Kenya

A handwritten signature in blue ink, appearing to read 'Abdillah Mataka'.

Eng. Abdillah Mataka
Ministry of Foreign Affairs and East African
Cooperation
United Republic of Tanzania

A handwritten signature in blue ink, appearing to read 'Wakhungu Juma'.

Mr. Wakhungu Juma
Ministry of East African Community, Labour
and Social Protection
Republic of Kenya

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases I and 2), including a technical cooperation project component for operationalization of the Namanga and Rusumo One-Stop Border Posts (OSBPs).

2. The first phase of this technical cooperation component for OSBP operationalization was conducted from April 2014 to March 2015, while the second phase commenced in June 2015 and is scheduled to continue to August 2017. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, October, and December 2014) and three sets of training were conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for OSBPs between the two countries. A fourth JTC meeting and fourth set of training sessions were held in August 2015. In addition, a series of nine joint border coordination committee (JBCC) meetings were held between August 2015 and September 2016. The fifth JTC meeting was held on 29 February 2016 in Mombasa, Kenya, and the sixth JTC meeting was held in Arusha, Tanzania, on 28-29 September 2016. These meeting minutes are for the seventh JTC meeting ("the meeting") for the operationalization of the Namanga OSBP (the fourth during the second phase of the OSBP technical cooperation component).

3. **Annex 1** to these minutes presents the meeting program.

II. Opening

4. Eng. Abdillah Mataka, Assistant Director Economic Infrastructure, Ministry of Foreign Affairs and East African Cooperation, United Republic of Tanzania (hereinafter Tanzania), welcomed all participants to Tanzania on behalf of the Government of Tanzania. He stated that the meeting will present updates on pending issues from the action plan for operationalizing the Namanga OSBP proposed at the last JTC meeting, held in September 2016, and will reach agreement on a definite starting date, which so far has been a key challenge. As the end of this JICA technical cooperation project nears, the crucial areas of cooperation between the two Partner States must be considered. He wished for fruitful deliberations and proceeded to officially open the meeting.

5. Mr. Wakhungu Juma, Senior Assistant Director, State Department of East African Community Integration, Ministry of East African Community, Labour and Social Protection, Republic of Kenya (hereinafter Kenya), thanked Tanzania for its kind reception and hospitality and thanked JICA for being a valuable development partner. He noted that opening of the Namanga OSBP will promote pan-African business, with Namanga being one of the critical borders along the Trans-African Highway (connecting Cairo to Cape Town). He emphasized that is likely to be the last JTC meeting before operationalization of the Namanga OSBP and that definitive decisions must be made, especially with the current phase of JICA cooperation coming to an end.

Am

M.

6. Ms. Helen Masele, Program Officer, JICA Tanzania Office, greeted all participants and expressed appreciation to the Namanga OSBP Operationalization Project Team for their support for the meeting. She noted JICA's work over the years to promote trade facilitation and infrastructure development in the East African region, which was also highlighted at the Sixth Tokyo International Conference on African Development (TICAD 6), held in Nairobi in August 2016. Significant economic impacts of improved border crossing through OSBPs have already been confirmed. Especially with the current phase of the OSBP component of the JICA Trade Facilitation project nearing its end, it is of great importance to accelerate operationalization of the Namanga OSBP by clearing all remaining bottlenecks during this meeting, so that it can become another success story like Rusumo. She concluded her remarks by reiterating JICA's support for the Project for Capacity Development for International Trade Facilitation in the Eastern African Region (i.e., the JICA Trade Facilitation Project) and wished for a rewarding meeting.

7. Mr. Aggrey Nkondola, Project Coordinator for the Namanga Infrastructure Project, EAC Secretariat, welcomed the participants to the meeting on behalf of the Director General of Customs and Trade. He presented an overview of the Namanga OSBP Soft Infrastructure Project funded by the African Development Bank (AfDB) and executed by the EAC Secretariat with a grant of Canadian Dollars (CAD) 750,000. The project is comprised of three components: (i) development of an OSBP Procedures Manual, (ii) training of border officials at the Namanga OSBP, and (iii) procurement and installation of furniture and computer equipment at the Namanga OSBP. They are making good progress. He added that there is a draft OSBP training curriculum for the EAC region being developed with the support of the African Union (AU), and there is a need to coordinate activities among AfDB, the AU, and JICA. He thanked JICA for organizing this JTC meeting and wished for fruitful deliberations.

8. The bureau was constituted with Eng. Mataka (Tanzania) as the chair and Mr. Juma (Kenya) as the co-chair. Mr. Alex Kitili of the Horticultural Crops Directorate (HCD), Kenya, and Beatus Kalumuna, Ministry of Foreign Affairs and EAC, Tanzania, were tasked rapporteurs, with support of the JICA OSBP Team. The participants introduced themselves, and **Annex 2** to these minutes provides the list of meeting participants.

9. Mr. Koichiro Tamura, Border Management Specialist, JICA OSBP Team, reviewed the minutes of the last JTC Meeting and urged acceleration of operationalization. The expectation is to discuss and commit to the operationalization of the Namanga OSBP, which can then be supported in the remaining activities under the OSBP project component of the JICA Trade Facilitation Project. Actions toward the conclusion of this project (scheduled for the end of August 2017) will be programmed the last day of the meeting during the site visit. He underlined that the biggest expectation of this meeting is to finalize the plan of action toward full operationalization of the Namanga OSBP.

III. Updating of Progress on Infrastructure and Facilities

A. Updates of Progress from Tanzania

10. Tanzanian agencies represented at Namanga border moved into the OSBP building on Monday, 17 April 2017. Specific updates are as follows:

- (i) ICT connectivity:
Tanzania Telecommunication Company Ltd. (TTCL) was on site finalizing fibre connections between the two OSBP facilities. Local Area Network (LAN) has been

Am

h.

tested and some of the network ports need rectification; the ICT experts were on site fixing defects. All defects are expected to be fixed by Monday, 24 April 2017.

- (ii) **Water Supply:**
Borehole has been drilled at Birika, located 600m away from the building, to supply water to the OSBP facility. Water quality was tested and found to be fit for human consumption. The experts from the Arusha Urban Water Supply and Sanitation Authority (AUWASA) were on site fixing the pipes for the facility. The work is expected to be completed by 25 April 2017.
- (iii) **Infrastructure, Facilities and Equipment:**
Roof leakage and water pipe damage are currently being addressed. Other challenges include the implementation of control on the outbound road and the need for modification of the entry and exit posts. In addition, various items are still lacking or insufficient, e.g., office furniture, metal detectors, air conditioners, warehouse gates, inspection sheds for small vehicles and buses, bookshelves, handsets and landline phones, computers, printers, scanners, and dust bins. Officers have been instructed to share the available facilities for now.
- (iv) **Power:**
There are outages 3-4 times/day, which have caused equipment failures in the new building. Since all electricity at the border comes from Kenya, the issue needs to be addressed with the Kenyan provider. Power backup is needed to address the issue in the short term.
- (v) **Traffic Flow:**
Currently there is space for four officers at the counter to handle passing traffic, which is insufficient to handle peak volumes without long waits.
- (vi) **Server Rooms:** The air conditioner system in the server rooms hosting the Tanzanian Immigration system is not working properly. The server room hosting the Kenyan agencies system does not have an air conditioner.

B. Updates of Progress from Kenya

11. Mr. Dishon Njuguna, Manager of the Namanga OSBP, KRA Namanga, presented the progress on the Kenyan side, stating that the facility is 95% complete. Specifics include the following:

- (i) **Water Supply:** The only issue is that the backup water from boreholes is slightly saline.
- (ii) **External Lighting:** Only a few minor issues remain.
- (iii) **Ventilation:** Air extractors keep failing; the issue still needs to be addressed.
- (iv) **OSBP Building:** The ceilings of the outside foyers are not fixed permanently and are lifted by the wind.
- (v) **Power:** A set of batteries is available for backup to deal with power fluctuations, but it is still in the old building and needs to be transferred to the new one.
- (vi) **Signage and Branding:** This has not yet been installed, although budget is available and their internal marketing team is to work on it. Signage should match the signs that have already been installed on the Tanzanian side.
- (vii) **Laboratory:** It has not yet been equipped.
- (viii) **Fiber Optic Cables:** These have been laid up to the gate and now just need to be extended to the building on the Tanzanian side.
- (ix) **Room for Search and Interrogation:** Space for this purpose still needs to be identified.

C. Report from the EAC Secretariat on the Status of Namanga Soft Infrastructure Project

AM

W.

12. Mr. Nkondola presented the overview, timeline, and updates on the soft infrastructure project being financed by AfDB, including training, monitoring and evaluation, and work on the OSBP Procedures Manual. He stated that the manual is to be finalized on 6-9 June 2017 in Kampala, Uganda at a meeting that will include substantially the same experts involved in the development of the existing drafts of both the OSBP Regulations and Procedures Manual.

IV. Updating of Procedures and Operations Matters

13. Mr. Juma stressed the need for JBCC to continue its work drafting simplified procedures to facilitate the movement of border community residents. Concerns about security and compliance with international standards were raised. It was clarified that the draft simplified procedures still meet safety requirements; it is a matter of not subjecting the border community residents to the same level of scrutiny as other international travellers. A request was made to share the draft document with the members present for suggestions and inputs. It was noted that it will be important to introduce the procedures from the beginning of OSBP operations to ensure a smooth transition.

V. Updating and Adoption of Action Plan

14. The meeting updated the action plan that was last agreed at the 6th JTC Meeting at Arusha in September 2016. The updated action plan is attached as **Annex 3**.

VI. Reports on the Soft Infrastructure Project by the EAC Secretariat

15. Mr. Ally Alexander, OSBP Expert, EAC Secretariat, presented an overview and status updates of the other OSBPs in the region, in which the Taveta/Holili OSBP is the only one operational between Tanzania and Kenya.

16. Mr. Ponventra Anjimbi, Senior Procurement Officer, EAC Secretariat, stated that computers were delivered to Namanga in November 2016 through a vendor in Arusha, JR Electronics. ICT equipment was installed only for the Kenyan facility because the Tanzania facility was not yet ready, but now installation for Tanzania should start. Other delivered items include switches, printers, scanners, routers, chairs, and tables. All the equipment is meant to be shared by the two Partner States. A simplified rather than a formal tendering process was followed.

17. Mr. Jonathan Sessanga, ICT Expert, EAC Secretariat, stated that the delivered quantities were less than originally requested due to funding constraints. The issue of some substandard equipment was raised, and the upgrading of soft components was requested. The total cost of computers was USD 163,932; they are covered by three-year warranties. Participants requested transparency and to see the original requests with the amounts and specifications and the amount of money provided and spent to date. The EAC Secretariat promised to provide this information.

18. Mr. Stephen Analo, Training Expert, EAC Secretariat, stated that while the EAC recognizes the existing procedures manual currently in use, developed at the bilateral level, it should be reviewed to confirm that is in line with the EAC OSBP Act and the newly approved Regulations. The EAC intends to consolidate the work previously done with support of development partners such as JICA and TMEA for completion of a harmonized Regional OSBP Procedures Manual serving all borders of the EAC. Where training has already been conducted, the efforts will not be duplicated but rather be evaluated. The AU is funding the development of

Am

M.

a new training curriculum for the training of trainers to create capacity to ensure the continuation of training.

19. Participants responded that previous work for the development of a harmonized Regional OSBP Procedures Manual involved representatives of the EAC Partner States, as well as the EAC Secretariat and concerned development partners. The Manual was developed by the Partner States with the support of development partners, and included about 70 delegates in each of five sets of meetings. Specifically, the work was based on an aide-memoire between JICA and the EAC, and the Secretariat was involved in the process every step of the way. The Manual was harmonized with the EAC OSBP Act and the draft EAC OSBP Regulations. Rather than spending resources to create a new regional manual, it seems more sensible to first put the existing manual in use, identify gaps if any, and then make revisions. Developing a new manual may incur unnecessary costs.

20. The meeting made the following observations with regards to the Namanga Soft Infrastructure Project:

- (i) The draft OSBP Regional Procedures Manual was developed under the support from JICA. Considering the changes made in the approved OSBP Regulations, there might be a need for Procedures Manual to be aligned with the approved Regulations. Therefore, JICA should consider supporting the alignment process.
- (ii) Replacement of substandard supplied equipment was not done as per recommended by the ICT equipment handover meeting held in November 2016.
- (iii) Functioning test of ICT equipment was also not done.
- (iv) Number of computers supplied is not enough compared to the required amount identified in the needs analysis.
- (v) The training and curriculum development for OSBP operations is multisectoral in nature and should involve not only the Committee on Customs.

21. **Annex 4** presents further details on the EAC Soft Infrastructure Project and associated discussion.

VII. Discussion of the Preparation of Public Relations Instruments

22. Mr. Tamura presented the instruments for public relations and reiterated that the schedule of operationalization and launching of the OSBP will affect the timing of these items. The purpose of this session was to review and identify which items can/should be done and by when in the current phase of the JICA Trade Facilitation Project.

23. **Annex 5** presents further details on public relations instruments.

- (i) Meetings/Sensitization/Workshops
 - (a) The JICA OSBP team conducted another session for sensitization for communities around Namanga in March 2017, including a training session to which officers from other borders of Tanzania and Kenya were also invited. Another session could be planned in July 2017 in conjunction with the EAC Secretariat.
 - (b) It was suggested that sensitization of border officials on daily operations is important. A request was made to JICA to include benchmarking for the officials with other border posts. A possible visit to Rusumo OSBP could be considered.

Am

R

- (ii) Roadshow
 - (a) The roadshow is expected to take place around the official launching of the Namanga OSBP to stimulate interest. Time for preparation must be considered for this event.
 - (b) The use of billboards for advertising was suggested.
 - (c) It may be difficult to conduct a roadshow between April and August 2017 because there will be many political roadshows leading up to the general election in August in Kenya. An OSBP roadshow may lose significance.
- (iii) Brochures/Flyers
 - (a) About 1,000 brochures were printed and distributed.
 - (b) These brochures were produced two years ago and should be updated. The draft will be shared for suggestions and edits.
 - (c) Specification of the official launch date is required to produce the flyers.
- (iv) Video Production
 - (a) Video(s) will enhance visual understanding of OSBP operations by showing the process flow of the users from entry to exit.
 - (b) Due to concerns about the sharing the video on social media, this idea was dropped.
 - (c) It was clarified that there will be two types of videos; one will be for broader publication while the other will be to used to guide procedures at the border.
 - (d) Continued coordination with JBCC and Task Force members is required for video production.
 - (e) Video production requires footage of the launching event and the final version of the simplified procedures.
 - (f) Protection of the video copyright must be ensured.
- (v) Screens/Monitors
 - (a) The JICA OSBP Team is working on clearance for procurement of screens/monitors.
 - (b) Each side will receive two monitors. These will be a simple type that only requires a USB data device to display content that the border agencies will update.

VIII. Actions toward the End of the JICA OSBP Project Component

24. Mr. Tamura presented the timeline of the remaining activities in the current phase of the OSBP project component:

April 2017: 7th JTC Meeting

June 2017: RJCC and Evaluation Meetings

July 2017: 8th JTC Meeting and Training and Sensitization

August 2017: End of Contract

(December 2017: End of JICA Trade Facilitation Project, Phase 3)

Am

M.

- (i) The 8th JTC meeting and training and sensitization in July 2017 would be the final field input from the JICA OSBP Team in the current project phase of the JICA Trade Facilitation Project.
- (ii) The new OSBP Regulations will be shared with the JICA OSBP Team by the EAC Secretariat.
- (iii) The JICA OSBP team stated that if there is rationale and demand, there is a possibility to extend the current contract upon discussion/approval at the Regional Joint Coordination Committee and Evaluation Meetings.
- (iv) Action dates on the official launch of the Namanga OSBP and the level of the launch will be agreed at a regional meeting in Kisumu, Kenya, on 2 May 2017, and the dates will be informed to the JICA OSBP Team.

25. Mr. Tamura presented items to be considered regarding the sustainable management of the Namanga OSBP through JTC and JBCC forums after the end of the OSBP project component.

(i) Frequency of Meetings

The participants agreed that the meetings of the JTC or equivalent organ, as prescribed in Section 50 of the EAC OSBP Act, should take place at least twice a year.

(ii) Communication

There will be two-way communication both top-down and bottom-up between and among institutions responsible for OSBP operations, in line with the EAC OSBP Act.

(iii) Monitoring

Monitoring should be institutionalized, and it must be a continuous process. Evaluation was suggested to be conducted on a monthly basis.

Two monitoring instruments are already available: (a) a project monitoring report format developed and approved in earlier meetings, which will incorporate the Action Plan after operationalization; and (b) a Time Measurement Survey (baseline and endline surveys), which can be implemented only some months after OSBP operationalization, and which therefore may have to be postponed to the next phase.

Comprehensive performance data should be collected for the evaluation of the whole OSBP, rather than focusing on individual agencies. JBCC or an equivalent committee needs to collect initial data on performance.

There will be two types of monitoring/evaluation: internal and external. The internal monitoring/evaluation will be done by JBCC while other structures and stakeholders will conduct the external monitoring/evaluation. The lead agencies of Kenya and Tanzania will be the depositories of data.

(iv) Continuing Training and Sensitization

IX. Site Validation at the Namanga OSBP

26. The meeting discussed the observations from the Namanga site validation visit. The record of the discussion are attached as **Annex 6**.

Am

R.

X. Summary of Agreements of the Meeting

27. The meeting agreed as follows. That:

- (i) Namanga OSBP be operational by 26 April 2017.
- (ii) JBCC should convene a meeting by 25 April 2017 to review the pending issues as identified in Annex 6.
- (iii) EAC Secretariat should urgently:
 - (a) Fulfil the Namanga soft infrastructure - ICT and furniture obligations.
 - (b) Liaise with the JICA OSBP Team for scheduling and sponsorship of the technical meeting(s) on the alignment of the draft OSBP Regional Procedures Manual in line with the approved EAC OSBP Regulations.

XI. Closing Remarks

28. Mr. Juma thanked all participants for their hard work and valuable inputs and also thanked JICA for being a dependable partner on this journey toward the operationalization of Namanga OSBP. He wished all participants safe journey and officially closed the meeting.

Am

M.



MINUTES
OF
THE EIGHTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMANGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

7-8 November 2017
Arusha, Tanzania

Two handwritten signatures in blue ink, one on the left and one on the right, positioned above their respective names and titles.

Mr. Patrick Juma Wakhungu
Ministry of East African Community, Labour
and Social Protection
Republic of Kenya

Mr. Beatus Kalumuna
Ministry of Foreign Affairs and East African
Cooperation
United Republic of Tanzania

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases I and 2), including a technical cooperation project component for operationalization of the Namanga and Rusumo One-Stop Border Posts (OSBPs).

2. The first phase of this technical cooperation component for OSBP operationalization was conducted from April 2014 to March 2015, while the second phase commenced in June 2015 and is scheduled to continue to August 2017. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, October, and December 2014) and three sets of training were conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for OSBPs between the two countries. A fourth JTC meeting and fourth set of training sessions were held in August 2015. In addition, a series of ten joint border coordination committee (JBCC) meetings have been held between August 2015 and November 2017. The fifth JTC meeting was held on 29 February 2016 in Mombasa, Kenya, the sixth JTC meeting was held in Arusha, Tanzania, on 28-29 September 2016, and the seventh JTC meeting was held in Arusha on 19-21 April 2017. These meeting minutes are for the eighth JTC meeting ("the meeting") for the operationalization of the Namanga OSBP (the fifth during the second phase of the OSBP technical cooperation component).

II. Opening

3. The bureau was constituted with Mr. Patrick Juma Wakhungu, Senior Assistant Director, State Department of East African Community Integration, Ministry of East African Community, Labour and Social Protection, Republic of Kenya (hereinafter Kenya), as the Chair, and Mr. Beatus Kalumuna, Legal Officer, Ministry of Foreign Affairs and East African Cooperation, United Republic of Tanzania (hereinafter Tanzania), as the Co-Chair.

4. The meeting was opened by the Chair, who welcomed the participants and presented the draft program of activities, which was adopted and is attached as **Annex 1**.

5. The Chair requested the participants to introduce themselves and the list of participants is attached as **Annex 2**.

6. Opening remarks were given as follows:

(i) The Co-Chair welcomed the participants to Tanzania on behalf of the Government of Tanzania. He briefly recapped the issues raised during the last JTC meeting held in April 2017. He expressed his hope that the meeting would receive updates on these issues given the representation of major border agencies in the meeting. He wished the participants fruitful deliberations.

(ii) The Chair thanked the Government of Tanzania for its kind reception and hospitality. On behalf of the participants, he expressed gratitude to JICA for its continued support

and assistance in promoting development in the region .He informed the meeting that the Namanga OSBP commenced operations on the 2nd of October 2017. The Namanga OSBP is a critical border on the Cape Town to Cairo route of the Trans African Highways, and therefore the efficiency of its operations are of great importance since they affect not only the EAC region but also and the larger continent. He appealed to the participants to actively participate in the deliberations to ensure positive practical outcomes by the end of the meeting.

- (iii) Mr. Bruce Winston, Team Leader, JICA OSBP Team, presented the background to the meeting, recalling the details set out in paragraph 2. He noted that it was a long road to the operationalization of the Namanga OSBP but the Namanga OSBP is now functional. He congratulated the participants on this achievement in the face of extreme challenges relating to safe supply, ICT connectivity, and power. That said, there remain a number of activities for full operationalization of the OSBP including activities relating to the official launch, the fine tuning of OSBP procedures, further production of training material, and completion of the end line time measurement survey to assess the benefits of the OSBP. During the meeting participants were expected to identify challenges and outstanding issues and prepare a roadmap for the way forward.

III. Updating of Progress and Operationalization

A. Updates of Progress from Tanzania

7. Mr Edwin Iwato, Regional Manager Customs Tanzania Revenue Authority, informed the meeting that the operations of the Namanga OSBP had commenced on 2nd October 2017 with successful migration to the offices on both sides of the border. He gave the following updates:

- (i) Border Agencies

All border agencies are now working on both sides and together with other concerned agencies of each side. Passenger clearance times have extended to 24/7 and the agencies are working towards fully integrating the agreed OSBP procedures.

- (ii) ICT Connectivity

The fibre optic cable between the two sides has been installed and ICT connectivity is functional.

- (iii) Water Supply

A borehole was drilled at Birika, located 600 m from the building, to supply water to the OSBP facility, as a temporary measure. A water project spearheaded by the district authorities is ongoing and will cover to the OSBP in its second phase.

8. In the ensuing discussions the participants raised the following issues:

- (i) Regarding the sustainability of OSBP operations, the meeting was informed that a request for financial support for the OSBP on the Tanzanian side was presented through the Ministry of Foreign Affairs and East African Cooperation to the Ministry of Finance for incorporation in the national budget. The funds will be disbursed after consideration of the budget by Parliament. It was suggested that there was a need to establish a special

fund for the maintenance of OSBPs, given that OSBPs are a new concept requiring entailed different government agencies/departments working together.

- (ii) The meeting was informed that local authorities can only issue permits for movement of livestock within their territories, while permits for crossing international borders can only be issued in the national capitals.
- (iii) Programs for the training of border agency staff and sensitization programs should be carried out on a continuing basis to enable staff and users of the OSBP to internalize the concept and procedures.
- (iv) Animal holding pens and isolation/quarantine rooms for passengers should be provided with necessary equipment.
- (v) The agreed sequence of controls must be followed. Specifically, efforts should be made to ensure that the current facility design makes it easy for passengers to access Port Health before Immigration.
- (vi) There is need to provide cyber services to enable online processing of temporary travel documents. While these services are provided on the Kenyan side, their absence on the Tanzanian side causes delays.

B. Updates of Progress from Kenya

9. Mr. Dishon Njuguna, Manager of the Namanga OSBP, KRA Namanga, thanked his counterparts from Tanzanian border agencies for their successful migration to the OSBP processes. He informed the meeting that currently there were 13 Kenyan border agency staff (6 from KRA, 3 from Immigration, 1 from the Kenya Plant Health Inspectorate Service, and 1 from Port Health, 1 Directorate of Veterinary Services, and 1 Pharmacy and Poisons Board). He expressed appreciation to JICA for having provided each side a projector for conference room use.

10. He provided the following updates:

- (i) Regarding the financing of OSBP operations, a budget for utility costs has been prepared and forwarded to the head office for consideration. He noted that the utility costs were quite high, e.g., KSH 500,000 per month for electricity.
- (ii) Staffing requirements were forwarded to the relevant agency headquarters with specific reference to Police for the appointment of an officer-in-charge of the OSBP.
- (iii) ICT is functional and the Kenya Trade Network Agency (KenTrade) has installed a backup wifi system.
- (iv) A request for passenger and baggage scanners has been forwarded to headquarters
- (v) The sewage system needs urgent attention to avoid a potential health hazard.
- (vi) Animal holding areas require pens and ramps.
- (vii) A covered walkway for pedestrians should be constructed to enable passengers to more easily access the OSBP during the rainy season.
- (viii) The VIP room should be furnished and provided with privacy and washrooms.
- (ix) A cubicle in the OSBP that hinders the smooth flow of queues to the immigration counter should be removed.
- (x) The emergency/isolation rooms should be outside the main OSBP building. The emergency and quarantine rooms require equipment and sanitary facilities.



- (xi) Simplified procedures for the movement of livestock based on decentralized issuance of movement permits should be adopted.
- (xii) There is no furniture in the conference room and exclusive use area.
- (xiii) There is a need for the Police and Kajiado County authorities to remove checkpoints outside the OSBP.
- (xiv) Regarding the harmonization of operating hours, the Tanzanian side does not clear vehicles 24/7, making it difficult for passengers to cross the border at all times.

11. Mr. Kenneth Goga, Immigration Manager, Kenya, informed the meeting that there was substantial evidence that the OSBP concept has been successfully actualized. Traders and other users of the OSBP have provided positive feedback commending the new system for reductions in the time required to cross the border. In addition, he informed the meeting that cooperation and collaboration between border agencies has improved remarkably due to improved communication in the OSBP.

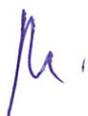
C. Report from the EAC Secretariat on the Status of Namanga Soft Infrastructure Project

12. Mr. Aggrey Nkondola, Project Coordinator for the Namanga Soft Infrastructure Project, EAC Secretariat, informed the meeting that during the site visit at the seventh JTC meeting in April 2017, the lead agencies of Kenya and Tanzania were requested to send a list of pending requirements to the EAC Secretariat for further dispatch to the African Development Bank (AfDB). This list of requirements was to be accompanied with justifications. In September 2017 an AfDB supervision mission requested the EAC Secretariat to develop a new project proposal detailing facility requirements. Mr. Nkondola requested the lead agencies to provide the EAC Secretariat with their lists of requirements and justifications to enable them to develop a responsive project proposal.

D. Summary of Action Points Regarding Infrastructure and Facilities

13. A summary of action points from the meeting regarding infrastructure and facilities follows:

Activity	Responsible Agency	Process	Timeframe
Delivery of furniture	EAC Secretariat	Procurement	February 2018
Installation of pending washrooms and toilets	TRA and KRA	Procurement	February 2018
Budget for OSBP utilities	TRA and KRA	Compilation and dispatch to relevant authorities	Next meeting
Scanners (thermo, passengers, and baggage)	TRA, KRA, and Ministries of Health	Procurement	February 2018
Staffing	Relevant agencies	Posting to the OSBP	As soon as possible
Repair of sewage system	KRA	Repairs	As soon as possible
Equip and establish emergency/isolation/quarantine rooms	Ministries of Health	Procurement	February 2018
Installation of animal holding sheds and	Ministries of Animal Husbandry	Procurement	February 2018




Activity	Responsible Agency	Process	Timeframe
ramps			
Removal of barriers to movement in the OSBP CCZ	Lead agency	Removal of structures inside the OSBP that hinder the movement of people	30 th November 2017
Removal of barriers to movement outside the OSBP and within the 15km radius	Police and Local Authorities	Removal of checkpoints after OSBP controls	30 th November 2017
Patrols along the border lines	JBCC	Streamlining of monitoring/enforcement procedures	1 st December 2017
Removal of local authorities' parking fees	Border Control and Coordination Committee	Request to the Treasury for removal of parking fees at all OSBPs	February 2018

Note: February 2018 timeframe subject to availability of funding for JTC meeting(s).

IV. Updating of Procedures and Operations Matters

14. Mr. Goga, Kenya, Namanga presented the revised version of the Simplified Procedures for Movement of Local Communities, which is presented in **Annex 3**. The meeting noted the procedures and requested the ministries responsible for East African Community Affairs, in collaboration with the EAC Secretariat, to prepare a bilateral agreement to provide for Simplified Procedures for the Local Communities at the borders.

V. Monitoring and Fine Tuning of Procedures

15. The Regional Manager, Customs, TRA, informed the meeting that currently all operations are in conformity with the Namanga OSBP procedures manual. The only challenge is the absence of clear simplified procedures for the movement of local community residents. However, the manual provides for the development of simplified procedures and this is work in progress.

16. The Border Manager, KRA, stated that the issue of uniforms for some border agency staff members and private sector users was being addressed. It was agreed that clearing agents operating at the OSBP would be issued with Kenya International Freight Forwarders Association (KIFWA) uniforms; currently, all clearing agents are using reflector jackets as a temporary form of identification. In addition, he informed the meeting that the border committees and JBCC were operational and were currently monitoring the implementation of the procedures manual. It is envisaged that in the future a permanent mechanism will be put in place to monitor the implementation of the procedures manual.

VI. Actions Towards the End of the JICA OSBP Project

17. Ms Eri Nagai, JICA OSBP Team, informed the meeting that due to a delay in the operationalization of the Namanga OSBP, some of the activities scheduled to be performed with the support of could not be completed within the current project period (e.g., preparation of a

training video, associated installation of LCD screens, and a road show prior to the official launch). It is envisaged that these activities will be completed in the next phase as much as possible. In addition, she informed the meeting that training and sensitization workshops will be held on 9th and 10th November 2017. Furthermore the Namanga OSBP brochure has been updated in English and Kiswahili and will be distributed by the beginning of December 2017.

18. The meeting was informed that some support of JTC and JBCC meetings from JICA may continue in the next Japanese fiscal year under a follow-on project, subject to funding availability. The current OSBP project component ends in December 2017. The meeting agreed that the lead agencies will manage the convening of the JBCC meetings and the Partner States through their Ministries in charge of EAC Affairs will consult their governments on issues related to the financing of JTC meetings. The JTC will establish a secretariat, which will among other things handle all logistical / documentation preparations for meetings and serve as custodian of all JTC documents.

VII. Adoption of Monitoring Report

19. Ms. Penina Simba, JICA OSBP Team, presented the project monitoring report, prepared by the 10th JBCC Meeting on 6 November 2017 based on a template that was designed by the JICA OSBP team, and reviewed and endorsed by the JTC and JBCC. The report is attached as **Annex 4**.

VIII. Any Other Business

20. It was mentioned that in the future, lead agencies should be (more) involved in the initial plans for establishing OSBPs; for example, they should participate fully in the design of the OSBP infrastructure and facilities that they will use.

21. It was proposed that a JTC on OSBPs be established between Kenya and Tanzania to address all issues pertaining to all OSBPs between the two Partner States. Terms of reference for this JTC would need to be developed and adopted. All JBCCs would report to the JTC, which in turn would report to the Joint Commission provided for under the Bilateral Agreement between the Republic of Kenya and the Republic of Tanzania for OSBPs.

22. In future JTC minutes will record the institution and not the name of the official reporting.

IX. Closing Remarks

23. Mr. Aggrey Nkondola, on behalf of the Director General Customs and Trade. EAC Secretariat, thanked JICA for supporting the meetings and the participants for their fruitful deliberations. He commended the Namanga OSBP officials for the successful operationalization of the OSBP. Namanga is now one of the ten operational OSBPs in the region. Under the EAC OSBP program, the construction of 12 of 15 OSBPs is now complete and 10 are operational: Gisenyi/Nemba I, Ruhwa; Rusumo, Holili/Taveta, Kagitumba/Mirama Hills, Mutukula, Kabanga/Kobero, Malaba, Busia, and Namanga. He informed the meeting that before the closure of the AfDB Namanga project the following activities will be completed: (i) sensitization of the Namanga local community on OSBP matters (Namanga, Kajiado, and Longido); (ii) finalization of the process to develop an OSBP performance measurement tool; (iii) capacity building; (iv) evaluation and monitoring of project performance; and (v) design and implementation of a maintenance plan.



24. Mr. Wakhungu, Chair, Kenya, observed that JICA has been a dependable partner, providing both technical and financial support. He also expressed his profound gratitude to the EAC Secretariat for its support.

25. Mr. Kalumuna, Co-Chair, Tanzania, thanked all participants for their remarkable contributions to the meetings. He especially noted the timeline of action items reported in paragraph 13. He urged all delegates to consult their superiors and find solutions to outstanding matters.

M.

ASD