



**MINUTES**  
**OF**  
**THE FIRST JOINT BORDER COORDINATION COMMITTEE MEETING**  
**FOR**  
**OPERATIONALIZATION OF THE RUSUMO OSBP**  
**UNDER**  
**THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE**  
**FACILITATION IN THE EASTERN AFRICAN REGION**

20 August 2015  
Rusumo, Rwanda

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Mr. Moses Kalisa  
Rusumo Border Manager  
Directorate General of Emigration and  
Immigration  
Republic of Rwanda

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Mr. Yusto Dominic Siwiti  
Rusumo Border Manager  
Tanzania Revenue Authority  
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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training was conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. These meeting minutes are for the first joint border coordination committee (JBCC) meeting (“the meeting”) for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. It was preceded by the fourth JTC meeting for operationalization of the Rusumo OSBP, held mainly in Kigali on 18 August 2015, but including a border site visit on 19 August 2015.

2. **Annex 1** to these minutes provides a list of meeting participants. Agencies represented from Rwanda included the Directorate General of Immigration and Emigration, Rwanda Revenue Authority, Rwanda National Police, Rwanda Standards Bureau, Revenue Protection Department, the Rwanda Environmental Management Authority, Rwanda Agriculture Board, Rwanda Biomedical Center, and Security. Agencies represented from Tanzania included the Tanzania Revenue Authority, Tanzania Immigration Services Department, Tanzania Police Force, Tanzania Food and Drugs Authority, Tanzania Bureau of Standards, Tanzania Forest Services Agency, Ministry of Livestock and Fisheries Development, Ministry of Agriculture Food Security and Cooperatives, and Department of Port Health. Representatives of the private sector also attended.

## II. Opening

3. Mr. Njaule Mdendu, Manager, Tanzania Revenue Authority (TRA), welcomed border officers working at Rusumo. He urged all to work hard for the Rusumo OSBP to become operational in November 2015. In addition, he requested all officers to participate actively in the JBCC meeting. The JBCC is a tool to ensure that the expected results are achieved.

4. Mr. Didier Rutembesa, Director of Operations and Coordination, Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), stated that the JBCC provides a framework of exchange and improvement to ensure that the border is operating efficiently. He stated his expectation that the JBCC will be launched and serve as a valuable tool for the OSBP.

5. Mr. Naohiro Nozaka, Program Advisor (Economic Infrastructure, JICA), stressed the importance of the JBCC. He recalled the results of the JTC meeting held the day before, which prepared the terms of reference for the JBCC and a draft work plan. He expressed confidence that the deliberations and discussion of the meeting will yield tangible results including a common understanding on the way forward for operationalization of the OSBP. He expressed

his deepest gratitude to the two governments for their continued smooth implementation of the project. Finally, he stated that JICA remains committed to supporting the project to ensure operationalization of the OSBP in the near future.

6. Mr. Arnold Nkoma, Border Management Expert, Customs Directorate, East African Community (EAC), Secretariat, noted that the JTC meeting was attended by two directors of the Secretariat (Customs and Infrastructure), which shows the importance of the meeting to the EAC. He reported results of the Single Customs Territory (SCT) to date have been quite encouraging. He expressed appreciate for the rolling out of the Rusumo OSBP in the next 30-45 days. He stated that the Secretariat will be with the governments to assure effective operationalization.

7. The bureau was then constituted. The respective border managers (Mr. Moses Kalisa, Rusumo Station Manager, DGIE, Rwanda, and Mr. Yusto Dominic Siwiti, Rusumo Station Manager, Tanzania Revenue Authority, TRA) assumed duties as meeting chairs. The agenda/program (**Annex 2**) was then adopted, and the participants introduced themselves.

8. Mr. Bruce Winston, Team Leader, JICA OSBP Expert Team, reviewed the achievements of the 4<sup>th</sup> JTC meeting held the day before, including finalization of the terms of reference for the JBCC and preparation of a draft work plan for the JBCC. The 4<sup>th</sup> JTCC meeting will take note of the terms of reference and then refine, agree, and work to implement the work plan.

### **III. Confirmation of Progress of Installation of OSBP Facilities and Infrastructure at Rusumo**

9. Mr. Rutembesa reviewed the discussion at the 4<sup>th</sup> JTC meeting on progress of installation of OSBP facilities and infrastructure at Rusumo (Minutes, 4<sup>th</sup> JTC meeting, paragraphs 10-16). Among other things, he noted that the 4<sup>th</sup> JTC meeting agreed that the OSBP should be operational on both sides by November 2015, before the upcoming EAC Summit, to be hosted by Tanzania.

### **IV. Establishment of the Joint Border Coordination Committee**

10. After Mr. Winston briefly explained the role of the JBCC, the meeting officially launched the JBCC.

### **V. Terms of Reference for the Rusumo Joint Border Coordination Committee**

11. The JICA OSBP Team summarized the terms of reference of the JBCC as agreed on 18 August 2015 by the 4<sup>th</sup> JTC meeting for operationalization of the Rusumo OSBP. Regarding Article 10 (Secretariat), it was clarified that the secretariat will be staffed by current personnel of the concerned agencies of the two countries. It was explained that in principle it is the host state to provide financing and support, although resources may be available from the ongoing JICA OSBP technical cooperation component. The meeting concluded that all items in the terms of reference are clear.

## **VI. Finalization of the Work Plan for the Rusumo Joint Border Coordination Committee**

12. After the JICA OSBP Team presented the draft work plan resulting from the 4<sup>th</sup> JTC meeting, it was discussed by the JBCC meeting and revised. The JBCC agreed on the version in Annex 3.

13. The meeting agreed to hold its 2<sup>nd</sup> meeting in September 2015 to continue work on the operationalization of the Rusumo OSBP. It is envisaged that the JICA OSBP Team would dispatch one member to support the meeting.

## **VII. Summary of Recommendations of the Meeting**

14. The meeting:

- (i) noted the terms of reference for the JBCC, as agreed by the JTC;
- (ii) adopted version 1 of the work plan for operationalization of the Rusumo OSBP;
- (iii) stressed the importance of JICA's contribution in providing technical and financial support for the operationalization of the Rusumo OSBP; and
- (iv) agreed to hold its 2<sup>nd</sup> meeting in September 2015 to continue work on the operationalization of the Rusumo OSBP.

## **VIII. Closing Remarks**

15. Mr. Nkoma, EAC Secretariat, on behalf of the Secretary General of the EAC, expressed his gratitude to witness the launch of the Rusumo JBCC, which has been a missing link in the operationalization of the OSBP. It will be important that the JBCC is supported by all concerned. Specific issues, which may not be foreseen, will need to be addressed. That said, solutions at Rusumo may be applicable elsewhere. Finally, he expressed appreciation of the efforts of the two respective Partner States.

16. Mr. Winston, JICA OSBP Team, thanked the JBCC for the opportunity of witnessing and supporting its establishment. He expressed optimism and confidence that the JBCC will successfully achieve its objective of operationalizing the Rusumo OSBP.

17. Ms. Esuvat Mollé, Legal Officer, Ministry of East African Cooperation (MEAC), Tanzania, expressed her pleasure in witnessing the launching of the JBCC. She stated that it will be an important tool for organizing the process of ensuring smooth operationalization of the OSBP. She added that the central governments will support the officers on the ground. Finally, she thanked JICA and the EAC Secretariat for their help.

18. Mr. Rutembesa, DGIE, observed that the success of the whole process depends on the JBCC. If this process fails, we will have failed the vision of our governments. The JBCC has a large responsibility. On behalf of Mr. Anaclet Kalibata, Director General, DGIE, he promised full support to make the OSBP operational.

19. Finally, Mr. Kalisa, DGIE, expressed a firm commitment to working hard to complete the activities in the work plan according to the agreed time frames.

**Rusumo Joint (Bilateral) Border Coordinating Committee Work Plan for OSBP  
Operationalization**

<b>Activity</b>	<b>Responsible Agency/ies</b>	<b>Process</b>	<b>Timeframe</b>
1. Take note of the JBCC TOR agreed by the JTC for operationalization of the Rusumo OSBP	JBCC	Consideration of the agreed TOR by the 1 <sup>st</sup> JBCC meeting	20 August 2015
2. Agree on a JBCC work plan	As above	Discussion/negotiation of activities for operationalizing the Rusumo OSBP	As above
3. Agree on procedures to facilitate the cross-border movement of border community residents (within the provisions of national law and bilateral agreements)	DGIE, Tanzania Immigration Services Department, Rwanda National Police, Tanzania Police Force, MEAC, and other concerned agencies	Reach consensus on border crossing procedures for local residents, within the applicable legal framework(s)	By 8 October 2015
4. Communicate to OSBP users (e.g., travellers, transporters, traders) the date of start of operationalization and applicable operational procedures	DGIE, TRA, and MEAC	Post notices, distribute brochures, and use other media to inform the trading community and the general public of the date and procedures	15 October 2015
5. Handover of Facilities from TANROADS to TRA	TANROADS and TRA	Handover of facilities	By 31 October 2015
6. Exchange of information on identification of officers working in the OSBP	DGIE and TRA in conjunction with the other border agencies	Sharing of lists of officers working in the OSBP and their identification details (e.g., badge or identification card number)	14 November 2015
7. Alignment of operating hours	As above	Agreement on uniform operating hours, to be implemented on the date of commencement of OSBP operations (Rwanda to align operating hours to those of	15 November 2015

Activity	Responsible Agency/ies	Process	Timeframe
		Tanzania)	
8. Moving from the old to the new OSBP facilities	DGIE and TRA (as the lead agencies of the JBCC)	Planning and implementation of the relocation of offices (for Tanzania to facilities on both sides, and for Rwanda to facilities on the Tanzania side)	Completion by 15 November 2015
9. Begin to implement the new OSBP operational procedures	All border agencies	Start carrying out border procedures as set out in the Rusumo OSBP Operational Manual	15 November 2015
10. Monitor and fine tune the OSBP operational procedures	All border agencies (and JICA OSBP Team Regional Consultant)	Regular JBCC (and if necessary, subcommittee) meetings to assess implementation of OSBP procedures	From 15 November 2015 onwards
11. Improve signage to guide OSBP users	DGIE and TRA, in conjunction with RTDA and TANROADS	JBCC to identify gaps and communicate to the respective lead agencies	15 November 2015 and ongoing
12. Provide “on-the-ground” feedback to the JTC updating the status of installation of ICT systems and other prerequisite facilities for OSBP operationalization	DGIE and TRA in conjunction with all border agencies	Identification of gaps in required elements for operationalization	By 30 November 2015
13. Prepare for the launch of the OSBP	All border agencies, EAC Secretariat, and MEAC/MINEAC	Submit JBCC meeting minutes and other progress reports to the JTC and head offices of concerned ministries/agencies	To be advised by the EAC Secretariat.
14. “Refresher” training on OSBP operations for border agencies and the private sector (e.g., clearing agents)	Border officers and private sector operators/service providers, to be trained by master trainers supported by JICA OSBP Team	“Refresher” training on the OSBP concept, operating principles and key procedures, trade facilitation, and related topics; subsequent training to follow on an as-needed basis	Six months after start of OSBP operations (April 2016)

Abbreviations: DGIE = Directorate General of Immigration and Emigration, EAC = East African Community, JBCC = joint border coordinating committee, JTC = joint technical committee, MEAC = Ministry of East African Cooperation (Tanzania), MINEAC: Ministry of East African Community (Rwanda), OSBP = one-stop border post, RTDA = Rwanda Transport Development Agency, TANROADS = Tanzania National Roads Agency, TRA = Tanzania Revenue Authority





MINUTES  
OF  
THE SECOND JOINT BORDER COORDINATION COMMITTEE MEETING  
FOR  
OPERATIONALIZATION OF THE RUSUMO OSBP  
UNDER  
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE  
FACILITATION IN THE EASTERN AFRICAN REGION

20 September 2015  
Rusumo, Rwanda

Mr. Tom Obonyo  
Police Officer  
Tanzania Police Force  
United Republic of Tanzania  
Republic of Rwanda

Mr. Moses Kalisa  
Rusumo Border Manager  
Directorate General of Emigration and  
Immigration



## I. Background

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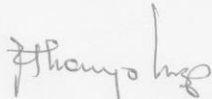
2. **Annex 1** to these minutes provides a list of meeting participants. Border agencies represented from Tanzania included the Tanzania Police Force, Tanzania Revenue Authority, Tanzania Immigration Services Department, Tanzania Bureau of Standards, Tanzania Food and Drugs Authority, and Department of Port Health. Government Chemist Laboratory Agency) The Rwanda delegation included representatives from the Directorate General of Immigration and Emigration, Rwanda Revenue Authority, Rwanda National Police, Rwanda Standards Board, Revenue Protection Department, the Rwanda Environmental Management Authority, Rwanda Agriculture Board, Rwanda Biomedical Centre, and Security. Agencies. The Tanzania Forest Services Agency, Ministry of Livestock and Fisheries Development, Ministry of Agriculture Food Security and Cooperatives, sent their apologies.

## II. Opening remarks

3. Inspector Tom Obonyo in charge, Tanzania Police Force, (TPF) Rusumo welcomed the participants. He stressed the importance of working as team to ensure that the preparations towards operationalization of the OSBP went smoothly. He emphasized the need to ensure cooperation and coordination with the border communities and highlighted the role of the JBCC in streamlining the OSBP procedures for the border community to ensure they complied with the Rusumo OSBP Operational Manual.

4. Mr. Moses Kalisa (Rusumo Station Manager, DGIE, Rwanda) expressed satisfaction at the timing of the 2nd JBCC meeting that was per agreed schedule and was hopeful that the 2<sup>nd</sup> JBCC would yield fruitful deliberations. He urged the members present to share experiences and work towards streamlining the current procedures with the Rusumo OSBP Operational Manual.

5. The bureau was constituted with Inspector Tom Obonyo (TPF) and Mr. Moses Kalisa, (Rusumo Station Manager, DGIE, Rwanda) as Chair and co-Chair respectively. The agenda/program (**Annex 2**) was adopted, and the participants introduced themselves.





6. Ms. Penina Simba (OSBP Management) JICA OSBP Experts Team, gave a brief background of the meeting. She summarized the proceedings of the 1<sup>st</sup> JBCC and highlighted the objective of the meeting, which was to update the agreed work plan and streamline the current procedures of clearing movement of the border community and their goods with the Rusumo OSBP Operational Manual.

### III. Presentation of progress on Work plan

7. Inspector Obonyo informed the meeting that electricity had been installed in the offices on the Tanzanian side, 99.5% of the work had been done and the meter would be fixed by Wednesday 23<sup>rd</sup> September. 95% of the work required to fix the water supply had been completed. With regard to procurement of furniture for the offices, a progress report on the procurement process was expected by the end of October 2015 from TANROADS and TRA headquarters.

8. Mr Moses Kalisa (Rusumo Station Manager, DGIE, and Rwanda) informed the meeting that the testing of facilities like the internet and telephone on the Tanzania side would be carried out on Thursday 24<sup>th</sup> September once the electricity and water had been fully installed. He underscored the importance of ensuring that all facilities and equipment were in place before the envisaged operationalisation of the OSBP in mid-November 2015.

9. The work plan adopted during the 1st Rusumo JBCC meeting, was revised accordingly. The JBCC agreed on the version in **Annex 3**.

### IV. Presentation of current cross border procedures for border communities (Immigration, Customs, Health, Agriculture /Livestock, Standards, Tanzania Food and Drugs Authority, Government Chemist, Environment Management and Police)

10. Officials representing the following border agencies;

- (i) Immigration,
- (ii) Customs,
- (iii) Health,
- (iv) Agriculture /Livestock,
- (v) Standards,
- (vi) Tanzania Food and Drugs Authority,
- (vii) Government Chemist Laboratory Agency
- (viii) Rwanda Environment and Management Authority and
- (ix) Police, outlined the current procedures that are being used on either side of the border for clearance of movement of border communities.

### V. Aligning current cross border procedures for border communities (Immigration, Customs, Health, Agriculture /Livestock, Standards, Tanzania Food and Drugs Authority and Police) with the Rusumo OSBP Operational Manual.

11. In the ensuing discussions the meeting noted that the current procedures for clearance of movement of border communities and their goods were largely similar, however they noted the following:

- (i) Immigration

The Tanzanian side and the Rwandan side both issue one day border passes to the border communities to enable them to move across the borders. For issuance of the border pass,

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immigration in Rwanda required a national identity card and their counterparts in Tanzania required a voter's card or birth certificate or national card. The border passes had different templates and it was agreed in line with Section 1 (vi) *Simplified Travel Document* of the Rusumo OSBP Operational manual both sides would agree on the design of a similar border pass.

(ii) Customs

Both Customs Department used the EAC Simplified Certificate of Origin to clear goods commonly traded by border communities. Rwanda customs had a dedicated direct assessment desk that catered for clearance of their goods.

(iii) Health

It was noted that both sides didn't have an isolation area and medical personnel. It was agreed that the officers in charge of the Health ports share information on a regular basis.

(iii) Agriculture/ Livestock

It was noted with concern that both sides of the border do not have quarantine areas or sheds for keeping livestock awaiting clearance. There was need to ensure that the border communities are aware of the restrictions and prohibitions with regard to agriculture and livestock. E.g. there is a ban on the importation of poultry and poultry products in Tanzania and a restriction on the importation of hides and skins in Rwanda. Tanzania has more departments that handle agriculture and livestock (e.g. Fisheries,) it is therefore imperative that they share information with the relevant Rwanda department.

(vi) Standards and Tanzania Food and Drugs Authority

Both Tanzania and Rwanda mutually recognised the certification of each other's standards bodies. There was need to share the list of prohibited items amongst the relevant organisations. It was noted that there were instances where one department would clear goods and another seize the same consignment on the Tanzanian side, this requires to be streamlined. Given the small volume of goods traded by the border communities, there was no mandatory requirement for certificates of analysis.

Rwanda did not have a Food and Drugs Authority, it was therefore imperative that the Tanzania Food and Drugs Authority ensured that the Rwanda border agencies were conversant with their operations to ensure smooth operationalisation of the OSBP.

(vii) Rwanda Environment and Management Authority (REMA)

There is a ban on polythene bags in Rwanda that is enforced by REMA. The meeting agreed that all border agencies mandated with inspecting goods should inform the border community about this ban.

(viii) Police

It was agreed that motorcycle drivers would be required to have insurance, helmets (for themselves and their passengers) and valid driving permits. The drivers would only be allowed with in the control zone and can only go beyond if they have COMESA insurance. No motorcycle and taxi driver was to be allowed beyond the bridge without insurance, helmets (for themselves and their passengers) and valid driving permits.

**VI. Summary of Recommendations of the Meeting**

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12. The meeting agreed to convene a meeting with the border communities of both sides to create awareness of the OSBP operations and to discuss mechanism of cooperation and collaboration. This would facilitate the monitoring of the movement of border communities through working closely with the border community leaders. The meeting agreed to hold this meeting before 15<sup>th</sup> October 2015

13. Police departments of both sides agreed to meet with motorcycle /taxi drivers and pedestrians with in the control zone to discuss and explain the OSBP laws and procedures.

14. The meeting agreed to convene a Joint Border Surveillance meeting on 8<sup>th</sup> October 2015 to discuss security issues, establishment of Joint Surveillance Units, among other things.

15. For management of the illegal crossing points on the River Kagera, the JBCC will facilitate the establishment of fishing cooperatives and conduct sensitization programs of the OSBP law and procedures. The cooperatives will work closely with the JBCC in curbing illegal crossing and smuggling on the river.

16. All border agencies were urged to ensure regular sharing of information with their counterparts in the adjoining country.

#### **VIII. AOB**

17. JICA was requested to provide OSBP identification service cards for border agency officials and their visitors.

18. JICA was requested to facilitate sensitization and awareness creation meetings for stakeholders, border users and border communities

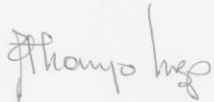
19. Rwanda informed the meeting that they had brochures in English, French and Swahili that explained the OSBP procedures. Participants were requested to proof read the brochures to ensure all the details were correct.

#### **IX. Closing Remarks**

20. Mr Moses Kalisa thanked the JBCC members for their active participation during the meeting and for their contributions which were key in ensuring the effective operationalization of the OSBP. He expressed satisfaction on behalf of DGIE and Rwanda border agencies at the pace with which the JBCC was progressing with their work plan and was hopeful that they would meet the deadline of mid November 2015 for the operationalisation of the OSBP.

21. Mr. Stanley Chipasula thanked the JBCC colleagues for their patience and useful contributions during the 2<sup>nd</sup> JBCC meeting, and assured the meeting that all the participants looked forward to working together as a team to achieve effective operationalisation of the Rusumo OSBP

It was agreed that the 3rd JBCC be held on the 5<sup>th</sup> of November 2015



**Annex 3: Rusumo Joint (Bilateral) Border Coordinating Committee Work Plan for OSBP Operationalization ( Revised 2<sup>nd</sup> JBCC Meeting 21/09/2015)**

Activity	Responsible Agency/ies	Process	Timeframe
1. Take note of the JBCC TOR agreed by the JTC for operationalization of the Rusumo OSBP	JBCC	Consideration of the agreed TOR by the 1 <sup>st</sup> JBCC meeting	20 August 2015
2. Agree on a JBCC work plan	As above	Discussion/negotiation of activities for operationalizing the Rusumo OSBP	As above
3. Installation of electricity and water supplies	TANROADS	Final installation of electricity and water supply	23 <sup>rd</sup> September 2015
4. Testing of internet network and telephone service	TRA	Confirmation of functioning internet and telephone services.	24 <sup>th</sup> September 2015
5.. Agree on procedures to facilitate the cross-border movement of border community residents (within the provisions of national law and bilateral agreements)	DGIE, Tanzania Immigration Services Department, Rwanda National Police, Tanzania Police Force, MEAC, and other concerned agencies	Reach consensus on border crossing procedures for local residents, within the applicable legal framework(s)	By 8 October 2015
6. Communicate to OSBP users (e.g., travellers, transporters, traders) the date of start of operationalization and applicable operational procedures	DGIE, TRA, and MEAC	Post notices, distribute brochures, and use other media to inform the trading community and the general public of the date and procedures	15 October 2015
7. Handover of Facilities from TANROADS to TRA	TANROADS and TRA	Handover of facilities	By 31 October 2015
8. Exchange of information on identification of officers	DGIE and TRA in conjunction with the other border	Sharing of lists of officers working in the OSBP and their identification details (e.g., badge or identification card	14 November 2015

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Activity	Responsible Agency/ies	Process	Timeframe
working in the OSBP	agencies	number)	
9. Alignment of operating hours	As above	Agreement on uniform operating hours, to be implemented on the date of commencement of OSBP operations (Rwanda to align operating hours to those of Tanzania)	15 November 2015
10. Moving from the old to the new OSBP facilities	DGIE and TRA (as the lead agencies of the JBCC)	Planning and implementation of the relocation of offices (for Tanzania to facilities on both sides, and for Rwanda to facilities on the Tanzania side)	Completion by 15 November 2015
11. Begin to implement the new OSBP operational procedures	All border agencies	Start carrying out border procedures as set out in the Rusumo OSBP Operational Manual	15 November 2015
12. Monitor and fine tune the OSBP operational procedures	All border agencies (and JICA OSBP Team Regional Consultant)	Regular JBCC (and if necessary, subcommittee) meetings to assess implementation of OSBP procedures	From 15 November 2015 onwards
13. Improve signage to guide OSBP users	DGIE and TRA, in conjunction with RTDA and TANROADS	JBCC to identify gaps and communicate to the respective lead agencies	15 November 2015 and ongoing
14. Provide "on-the-ground" feedback to the JTC updating the status of installation of ICT systems and other prerequisite facilities for OSBP operationalization	DGIE and TRA in conjunction with all border agencies	Identification of gaps in required elements for operationalization	By 30 November 2015
15. Prepare for the launch of the OSBP	All border agencies, EAC Secretariat, and	Submit JBCC meeting minutes and other progress reports to the JTC and head offices of	To be advised by the EAC Secretariat.

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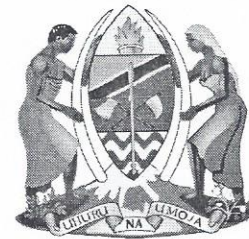
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Activity	Responsible Agency/ies	Process	Timeframe
	MEAC/MINEAC	concerned ministries/agencies	
16. "Refresher" training on OSBP operations for border agencies and the private sector (e.g., clearing agents)	Border officers and private sector operators/service providers, to be trained by master trainers supported by JICA OSBP Team	"Refresher" training on the OSBP concept, operating principles and key procedures, trade facilitation, and related topics; subsequent training to follow on an as-needed basis	Six months after start of OSBP operations (April 2016)

Abbreviations: DGIE = Directorate General of Immigration and Emigration, EAC = East African Community, JBCC = joint border coordinating committee, JTC = joint technical committee, MEAC = Ministry of East African Cooperation (Tanzania), MINEAC: Ministry of East African Community (Rwanda), OSBP = one-stop border post, RTDA = Rwanda Transport Development Agency, TANROADS = Tanzania National Roads Agency, TRA = Tanzania Revenue Authority

*Thompson*

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FACILITATION IN THE EASTERN AFRICAN REGION

6 November 2015  
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Mr. Laurent Kagwebe  
Customs Manager  
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## II. Opening remarks


2. Mr. Moses Kalisa (Rusumo Station Manager, DGIE, and Rwanda) informed the meeting that this was the 3<sup>rd</sup> JBCC aimed at facilitating the effective operationalisation of the Rusumo OSBP as provided for in the Rusumo OSBP Operational manual. As technical people the JBCC were expected to ensure that the OSBP operations were effective. On behalf of the government of Rwanda he welcomed the participants and invited his Tanzania counterpart to give opening remarks.

3. Mr. Laurent Kagwebe (Rusumo Station Manager, Customs Tanzania Revenue Authority) requested the participants to contribute to the discussions, furthermore he requested that the meeting be conducted in Swahili. He underscored the importance of the meeting and requested the participants to be open and participatory.

4. The bureau was constituted with Mr. Moses Kalisa, (Rusumo Station Manager, DGIE, Rwanda) and Mr. Laurent Kagwebe (Rusumo Station Manager, Customs Tanzania Revenue Authority) as Chair and Co-Chair respectively.

5. The participants introduced themselves and **Annex 1** to these minutes provides a list of the meeting participants,

6. Ms. Penina Simba (OSBP Management) JICA OSBP Experts Team, gave a brief background of the meeting. She summarized the proceedings of the 2<sup>nd</sup> JBCC meeting and highlighted the objective of the meeting, which was to update the agreed work plan and report on the meetings that were to be held after the 2<sup>nd</sup> JBCC. She expressed appreciation that the private sector had been invited and was in attendance. She informed them that the Namanga JBCC had established a Task Force to draft procedures that would be validated by the border communities, traders, transporters and private sector players. The final procedures would be presented to the JBCC before forwarding them to the Joint Technical Committee.



7. The work programme was adopted and is attached as **Annex II**

**III. Consideration of the minutes of the 2<sup>nd</sup> JBCC Meeting**

8. The meeting was informed that electricity and water had been installed in the offices on the Tanzania side. The border agencies are ready to move into the offices and were waiting for instructions from their head offices on when to move in.

9. With regard to the streamlining of the procedures for clearance of border community and their goods, the meeting requested JICA to facilitate a study tour to Namanga, Busia and Malaba

10. The Chair informed the meeting that a World Bank customs expert had explained the mitigating factors that Busia had put in place to address the challenge of limited parking space and advised them to endeavour to find out how Busia was addressing this challenge and localise the procedures to address the problem in Rusumo.

11. The Chair requested the border agencies to share information with their counterparts and endeavour to work closely together in sharing intelligence and information.

12. The Chair said there was need to address the issue of space for checking livestock. Furthermore there was need for space to destroy smuggled, hazardous or impounded goods. The relevant border agencies were requested to share their lists of prohibited items.

13. The work plan adopted during the 2<sup>nd</sup> Rusumo JBCC meeting, was revised accordingly. The JBCC agreed on the version in **Annex 3**.

**IV. Presentation of the minutes of the following meetings:**

- a) **Joint Border Surveillance meeting 8<sup>th</sup> October 2015**
- b) **Meeting with border communities (before 15<sup>th</sup> October 2015)**
- c) **Meeting between Police and pedestrians/bodaboda and taxi drivers**

14. The meeting between the police, pedestrians, and bodaboda and taxi drivers was held jointly with the Rwanda and Tanzania Police. This has facilitated the streamlining border crossing procedures.

15. The Rwanda side held a meeting on 14<sup>th</sup> October 2015 with the local leaders and border communities to sensitise them about the operationalisation of the OSBP and create awareness about their role in facilitating the effective operationalisation of the OSBP.

It was agreed that before the end of November the Tanzanian side should organise a similar meeting with their border communities.

16. The meeting was informed that the Joint Border Surveillance meeting was not held and it was agreed that Tanzania would organise the meeting and invite their Rwanda counterparts on 25<sup>th</sup> November 2015.



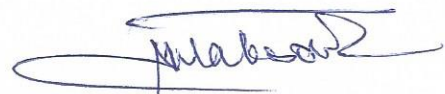
## V. Summary of Recommendations of the Meeting

17. The meeting agreed to establish a Task Force to draft the procedures for clearing border communities' and their goods. This Task Force will be constituted of representatives of customs, immigration, Police, Health, Veterinary / Agriculture, Fisheries and Standards.
18. The meeting proposed that the current process system in the operational manuals should be changed with Security checks coming before Health.
19. The meeting agreed to request the JTC to write to JICA and ask for identification service cards for border agency staff.
20. All border agencies were urged to ensure regular sharing of information with their counterparts in the adjoining country.
21. The money changers requested for space in the control zone and they were advised to request for space in the control zone from the respective authorities on both sides.
22. Clearing agents registered in Tanzania will be availed working space in Rwanda and their counterparts registered in Rwanda will have similar space in Tanzania.
23. The meeting requested Tanzania to ensure that prior to the operationalization of the OSBP banking facilities should be provided on their side.
24. The meeting expressed the need to maintain their current working hours of 16 hours per day due to the limited traffic. However the working hours can be extended once the traffic increases and this information should be communicated to all border agencies through their respective head offices.
25. The meeting proposed that the next JBCC be convened in Arusha and be combined with a study tour of Namanga. JICA is requested to facilitate the attendance of JBCC members.

## VI. Closing Remarks

26. Mr. Laurent Kagwebe on behalf of the JBCC thanked JICA for their continued assistance. He thanked the participants for their participation and effective contributions. He wished the participants safe journey home.
28. Mr Moses Kalisa on behalf of the Rusumo Rwanda side he thanked the participants for their active participation during the meeting and for their contributions which were key in ensuring the effective operationalization of the OSBP. He thanked JICA for their support. He underscored the role of the JBCC in facilitating the effective operationalisation of the OSBP. The border officials were ready for the launching and eagerly anticipated the launch by their respective head offices.

It was agreed that the date of the 4<sup>th</sup> JBCC will be communicated to the JBCC members after consultations with JICA due to the number of meetings scheduled to be held in December.





**MINUTES**  
**OF**  
**THE FOURTH JOINT BORDER COORDINATION COMMITTEE MEETING**  
**FOR**  
**OPERATIONALIZATION OF THE RUSUMO OSBP**  
**UNDER**  
**THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE**  
**FACILITATION IN THE EASTERN AFRICAN REGION**

**7 December 2015**  
**Rusumo, Rwanda**

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**Mr. Laurent Kagwebe**  
**Customs Manager, Rusumo**  
**Tanzania Revenue Authority**

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**Mr. Moses Kalisa**  
**Rusumo Border Manager**  
**Directorate General of Emigration and**  
**Immigration**

## 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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training were conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. These meeting minutes are for the fourth joint border coordination committee (JBCC) meeting (“the meeting”) for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. It was preceded by the 1<sup>st</sup> JBCC meeting on 20 August 2015, the 2<sup>nd</sup> JBCC meeting on 23 September 2015, and the 3<sup>rd</sup> JBCC meeting on 6 November 2015.

## II. Opening Remarks

2. Mr. Laurent Kagwebe, Rusumo Customs Manager, Tanzania Revenue Authority (TRA), warmly welcomed all participants. He stressed the importance of the meeting as a tool for OSBP operationalization, and he therefore urged all participants to take active part in the meeting.

3. Mr. Moses Kalisa, Rusumo Border Manager, Directorate General of Immigration and Emigration (DGIE), Rwanda, also welcomed the participants. He stated that they look forward to operationalization of the OSBP. Most of the facilities and procedures are in place, but this meeting must agree on practical measures to be implemented. The meeting should establish the outstanding activities required to operationalize the OSBP.

4. The bureau was constituted with Mr. Kagwebe and Mr. Kalisa serving as Chair and Co-Chair, respectively.

5. The participants introduced themselves; **Annex 1** provides a list of the meeting participants.

6. Ms. Penina Simba, JICA OSBP Team, presented the background and expectations for the meeting. She recalled that the 3<sup>rd</sup> JBCC meeting had agreed to hold some additional meetings and to set up a task force to develop procedures for the clearance of border community residents and their goods. She also recalled the recommendations of the 3<sup>rd</sup> JBCC meeting, e.g., putting security checks before health checks on entry, providing space for customs clearing and forwarding agents (CCFAs), holding consultations with headquarters to confirm the current 16-hour workday. She concurred with the Chair that practical solutions are required.

7. The work program was adopted and is attached as **Annex 2**.

### **III. Consideration of the Minutes of the 3<sup>rd</sup> JBCC Meeting held on 7 November 2015**

8. The meeting reviewed the minutes of the 3<sup>rd</sup> JBCC meeting. The discussion covered the following:

- (i) It was noted that the border agencies have shifted to the new OSBP facilities on the respective sides (paragraph 8 of the minutes of the 3<sup>rd</sup> JBCC meeting)
- (ii) The difficulty of providing budget for a study tour (to Busia and/or Namanga) was noted. It was also observed that the JBCC should in principle be held at the border (paragraph 9).
- (iii) It was clarified that the Namanga task force is still working on issues related to border community residents, and these issues tend to be localized because of the uniqueness of each border (e.g., there is a river at Rusumo). The JICA OSBP Team stated that it will be important for Rusumo to “seize this opportunity to take the lead” and “show others how they can do it better”.
- (iv) It was noted that a total of 600 border community residents cross the border each day.
- (v) Regarding the provision of space for inspection of livestock (paragraph 12), the JICA OSBP Team recommended pre-arrival inspection to reduce space requirements and facilitate the traffic.
- (vi) Regarding space for the destruction of smuggled, hazardous, and impounded goods, the meeting agreed that current arrangements for sending goods inland will continue (paragraph 12).
- (vii) Some progress has been achieved in the sharing of intelligence and information (e.g., by the Police of the two sides) (paragraphs 11 and 21). Such sharing may not only be people-to-people, but may also be “system-to-system” (i.e., through ICT).
- (viii) The proposal for a task force to draft procedures for clearing border community residents and their goods was discussed (paragraph 17). Section 2.13 (p. 4 of the Rusumo OSBP Operational Manual) under the General Operating Procedures of the Rusumo OSBP provides that: “Subject to security concerns, the parties may provide a simplified regime to facilitate the cross-border movement of border community residents.” For the movement of goods carried by border community residents, the meeting observed that the EAC Customs Management Act and the EAC Simplified Trade Regime would apply. Simplified travel passes (border passes) may be issued to persons residing for at least three months within specific border communities, and are valid for a single entry on one day and within a radius of 10 km.
- (ix) There was some discussion whether security checks should be carried out before health checks on entry (paragraph 18). It was recommended that health checks be conducted first following the International Health Regulations of the World Health Organization.
- (x) Regarding a possible request for JICA assistance for identification cards for border agency staff and facilitation agents (paragraph 19), the JICA OSBP Team explained that preparation of such cards is a governmental function. The meeting suggested that JICA could usefully provide a template for such cards.

- (xi) The money changers have requested space in the control zone from the respective authorities (paragraph 21) but they are still waiting for a reply. The JICA OSBP Team suggested and the meeting agreed that money changers should be outside the control zone because they do not have a formal role in the clearance of goods and people, and their presence can reduce the effectiveness of border control and management.
- (xii) Both countries agreed to provide space for CCFAs on the respective sides of the border (paragraph 22). It was further agreed that lists of border agency officials and CCFAs will be shared.
- (xiii) Regarding the request for Tanzania to ensure that banking facilities be provided on the Tanzanian side (paragraph 23), the JICA OSBP Team observed that a bank is required within the OSBP for border operations, but the main bank office may be outside of the control zone. The private sector should be encouraged to open bank branches around the OSBP.
- (xiv) Regarding the current 16-hour workday (paragraph 24), there was a suggestion that an 18-hour workday may (at some time) be more appropriate, depending on the traffic, as a transition to 24/7 operation as directed for Rusumo by the EAC Heads of State. However, it was also suggested that considering 8-hour work shifts, an increase from 16- to 18-hour operation may not be feasible. The (eventual) increase may be more efficiently made to 24 hours, based on a rigorous assessment of the requirements (e.g., staffing).

#### **IV. Presentation of the Minutes of Meetings Since the Last JBCC Meetings**

9. The minutes of the following meetings were presented: (i) Joint Border Surveillance Meeting, 25 November 2015, and (ii) Meeting with the Border Community, Tanzanian side, 27 November 2015.

10. The Joint Border Surveillance Meeting agreed that effective 8 December 2015 the first (multiagency) joint surveillance activity will be undertaken. The meeting noted that JICA will be providing some equipment to support the effort.

11. The Meeting with the Border Community, Tanzanian side, informed the community of the upcoming OSBP operationalization and how they can cross the border.

#### **IV. Report on Progress in Implementing the Work Plan**

12. The meeting then considered progress in implementing the work plan and updated it to reflect the latest developments, as attached in **Annex 3**. A column showing "Proposed Revised Timeframe or Status" was added to show progress and schedule changes.

**13. It was agreed that operationalization of the Rusumo OSBP would commence on 1 January 2016, subject to the supply of furniture on the Tanzanian side and the approval of the respective governments.**

#### **V. Other Business**

14. Tanzania noted the need for training of CCFAs on the Tanzanian side. The meeting suggested that such training could also be held for new border agency staff. It was recommended that such training be held jointly, in **February or March 2016**.

15. Rwanda noted that it does not have permanent health staff at the borders. It was agreed that Rwanda should consider deploying a permanent health officer at Rusumo with all the required equipment.

16. Article 12 of the JBCC terms of reference (on Reporting) was recalled. It was agreed that the Chair and Co-Chair of the JBCC will submit meeting minutes to the heads of border agencies and the Ministries for East African Cooperation.

## **VI. Summary of Recommendations of the Meeting**

17. The meeting agreed as follows:

- (i) Operationalization of the Rusumo OSBP should commence on **1 January 2016**, subject to the supply of furniture on the Tanzanian side and the approval of the respective governments.
- (ii) Joint training of clearance and forwarding agents and border agency staff(s) may be undertaken in **February or March 2016**.
- (iii) Rwanda should consider deploying a permanent health officer at Rusumo with all the required equipment.
- (iv) The Chair and Co-Chair of the JBCC will submit meeting minutes to the heads of border agencies and the Ministries for East African Cooperation.

## **VII. Closing Remarks**

18. Mr. Bruce Winston, Team Leader, JICA OSBP Team, applauded the progress made with the operationalization of the Rusumo OSBP, and looked forward to the opening next month. Rusumo will provide a model for other OSBPs in East Africa and across the continent.

19. Mr. Venant Ruterana, Provincial Immigration Officer, Eastern Province, DGIE, on behalf of the JBCC thanked JICA for its continued assistance. He expressed his hope that implementation will follow soon.

20. Mr. Laurent Kagwebe thanked the participants for their active participation during the meeting. He also thanked JICA for its support. He called for all matters discussed during the meeting to be implemented.

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**MINUTES**  
**OF**  
**THE FIFTH JOINT BORDER COORDINATION COMMITTEE MEETING**  
**FOR**  
**OPERATIONALIZATION OF THE RUSUMO OSBP**  
**UNDER**  
**THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE**  
**FACILITATION IN THE EASTERN AFRICAN REGION**

**11 February 2016**  
**Rusumo, Rwanda**

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**Mr. Moses Kalisa**  
**Rusumo Border Manager**  
**Directorate General of Emigration and**  
**Immigration**

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**Mr. Ally Lyana**  
**Acting Customs Manager, Rusumo**  
**Tanzania Revenue Authority**

## 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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training were conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. These meeting minutes are for the 5<sup>th</sup> joint border coordination committee (JBCC) meeting (“the meeting”) for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. It was preceded by the 1<sup>st</sup> JBCC meeting on 20 August 2015, the 2<sup>nd</sup> JBCC meeting on 23 September 2015, the 3<sup>rd</sup> JBCC meeting on 6 November 2015, and the 4<sup>th</sup> JBCC meeting on 7 December 2015.

## II. Opening Remarks

2. Mr. Moses Kalisa, Rusumo Border Manager, Directorate General of Immigration and Emigration (DGIE), Rwanda, welcomed the participants. He noted that he looks forward to the operationalization of the OSBP, for the advantages that it will provide the users of the facilities. He called on all participants to contribute (in any language) to the meeting’s success.

3. Mr. Ally Lyana, Acting Rusumo Customs Manager, Tanzania Revenue Authority (TRA), warmly welcomed all participants. He hoped that this will be the last JBCC meeting before operationalization of the Rusumo OSBP since the various pending issues (e.g., water, furniture, ICT connectivity) are expected to be resolved in about a week.

4. The bureau was constituted with Mr. Kalisa and Mr. Lyana serving as Chair and Co-Chair, respectively.

5. The participants introduced themselves; **Annex 1** provides a list of the meeting participants.

6. Ms. Penina Simba, Regional Consultant, JICA OSBP Team, presented the meeting background and expectations. She repeated the hope that this will be the last JBCC meeting before operationalization. She recalled the development of a work plan for the operationalization of the Rusumo OSBP and the need to update it. Also, the meeting will discuss the preparation of OSBP video(s) and a draft OSBP monitoring sheet.

7. The meeting program was adopted and is attached as **Annex 2**.



### **III. Review of the Minutes of the 4<sup>th</sup> JBCC Meeting held on 7 December 2015**

8. The meeting reviewed the minutes of the 4<sup>th</sup> JBCC meeting. The discussion covered the following:

- (i) It was noted that operationalization of the Rusumo OSBP was to commence on 1 January 2016, but has not yet started due to reasons beyond the control of the JBCC.
- (ii) It was agreed that joint training of border agency officials and customs clearing and forwarding agents (CCFAs) be held jointly, in February or March 2016.
- (iii) It was agreed that Rwanda would consider deploying a permanent health officer at Rusumo with all the required equipment.
- (iv) It was agreed that the chair and co-chair will submit minutes meeting minutes to the heads of border agencies and the Ministries for East African Cooperation.

### **IV. Report on Progress in Implementing the Work Plan**

9. The meeting then considered progress in implementing the work plan and updated it to reflect the latest developments, as attached in **Annex 3**.

10. Mr. Lyana informed the meeting that furniture will be installed in the Rusumo OSBP building by 18 February 2016.

**11. The meeting agreed that operationalization of the OSBP will commence by 25 February 2016.**

12. The JBCC activated its secretariat that will among other things prepare meeting minutes (reports). One person from each side has been nominated by the two sides to serve on the secretariat (one from the Rwanda Revenue Authority, supported by DGIE, and the other from Tanzania Ministry of Foreign Affairs, East African, Regional and International Cooperation, supported by TRA). Daily monitoring of the progress leading up to operationalization will be conducted by the secretariat.

13. It was agreed that an extraordinary JBCC meeting will be held on 19 February 2016 to review progress toward operationalization of the OSBP. Communication to the users of the date of operationalization and procedures of the OSBP will be commenced on 20 February 2016, so that OSBP operations will start on 25 February 2016.

14. The participants were informed that deployment of a Rwanda health officer at Rusumo will be finalized by 19 February 2016 after identification and supply of basic requirements for the health office.

15. There was discussion of preparation of a template for a common badge showing identification details of government officers, the private sector, and visitors. The JICA OSBP Team shared an example of such a badge (from the Chirundu OSBP between Zambia and Zimbabwe) for consideration by the respective governments and lead agencies (**Annex 4**). The meeting agreed to generally follow the example. The meeting further agreed on the following color coding: white for government officers, blue for the private sector, and green for visitors. The EAC flag will be included on the Rusumo OSBP logo in addition to the flags of the two countries.

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16. Actions related to the positioning of national and EAC flags and the displaying of presidential portraits were newly introduced and discussed. The meeting agreed that both sides will fly the Rwanda, Tanzania, and EAC flags at all times. The meeting proposed that the portraits of the two presidents be displayed in the main hall of both sides. The JBCC will consult the JTC regarding these matters.

#### **V. Proposed Production of an OSBP Video**

17. Ms. Kyoko Yoshikawa, Training/Awareness Raising Specialist, JICA OSBP Team, presented a concept for production of two types of videos, one for training and another for users/public relations. Regarding the latter type of video, it was suggested that an option focusing on procedures may be more desirable than an option focusing on public relations (Tanzania suggested that there is already full support for operationalization of the Rusumo and Namanga OSBPs). The meeting requested that JICA consider providing two screens on each side to show the video on procedures for users. The video could also be shown on websites for the OSBP and/or the border agencies, and in sensitization meetings with border communities. The meeting also requested that JICA prepare large posters (at least one for each side) in addition to the video. The JBCC will provide further comments to the JICA OSBP Team on the video(s), by the time of the next JBCC meeting. It was understood that the final decision on the video(s) (and other materials) will be based on inputs from the Rusumo and Namanga JBCCs and JTCs.

#### **VI. Proposed OSBP Monitoring Sheet**

18. Mr. Sydney Chibbabbuka, Regional Consultant, JICA OSBP Team, presented a proposed format for monitoring operationalization of the OSBP. It would be separate from the basic sheet required for monitoring of the overall JICA grant project for construction of the Rusumo international bridge and OSBP facilities required by the records of discussion between JICA and the participating governments. Some more specific questions for the monitoring sheet were suggested by the Nairobi-based JICA Trade Facilitation Project Team and will be considered in the next stage. A refined version of the monitoring format will be shared with the JBCC after the holding of the upcoming JTC meeting on 15 February 2016. The JBCC will provide the JICA OSBP Team with its comments on 19 February 2016.

#### **VII. Other Business**

19. The JBCC recommended (a) urgent installation of security lighting from the bridge to the Tanzanian OSBP facility, to facilitate operations at night; (b) additional parking for fuel and gas tankers on the Rwandan side; (c) installation of fire hydrants on both sides; (d) provision of bank facilities/services on the Tanzanian side; and (e) installation of incinerator(s), a CCTV system, and security scanners for luggage and persons. The two sides will coordinate preparation of a list of required facilities to be submitted to the appropriate authorities.

#### **VIII. Summary of Recommendations of the Meeting**

20. Recommendations and agreements of the meeting follow:

- (i) Operationalization of the Rusumo OSBP will commence on **25 February 2016**.
- (ii) Daily monitoring of the progress leading up to operationalization will be conducted by the secretariat.

- (iii) An extraordinary JBCC meeting will be held on 19 February 2016 to review progress toward operationalization of the OSBP on 25 February 2016. Communication with users will commence by 20 February 2016, so that commencement of operations will can place on 25 February 2016.
- (iv) It was agreed that the JBCC will set its own meeting calendar. Emerging issues should be addressed as soon as possible. The JBCC secretariat will prepare meeting programs and inform all concerned parties, including JICA.
- (v) An information centre will be created to distribute information concerning the operationalization of the Rusumo OSBP (e.g., regarding meetings, training programs). An email address will be created for the information centre.
- (vi) It was agreed that a template for a common badge showing identification details of officers, the private sector, and visitors will be prepared based on an example provided by the JICA OSBP Team and specifications decided by the JBCC secretariat by 15 February 2016.
- (vii) The JICA OSBP Team was requested to provide a regional consultant to assist in joint training of border agency officials and CCFAs during the team's next visit to Rusumo.
- (viii) It was requested that JICA provide two screens on each side to show a video on procedures for users.
- (ix) The meeting also requested that JICA prepare large posters (at least one for each side) in addition to the video.
- (x) The meeting recommended (a) urgent installation of security lighting from the bridge to the Tanzanian OSBP facility, to facilitate operations at night; (b) additional parking for fuel and gas tankers on the Rwandan side; (c) installation of fire hydrants on both sides; (d) provision of bank facilities/services on the Tanzanian side; and (e) installation of incinerator(s), a CCTV system, and security scanners for luggage and persons.
- (xi) The meeting recommended that the two sides coordinate preparation of a list of required facilities to be submitted to the appropriate authorities.

## **VII. Closing Remarks**

21. Mr. Bruce Winston, Team Leader, JICA OSBP Team, applauded the progress made during the 5<sup>th</sup> JBCC meeting, with the operationalization of the Rusumo OSBP now certain to take place later in February 2016, prior to the upcoming EAC Summit of Heads of State. Rusumo will provide a model for other OSBPs in East Africa and across the continent. He also applauded the commitment of the JBCC to take greater ownership of its important work, e.g., with the establishment of a secretariat.

22. Mr. Ally Lyana, Acting Rusumo Customs Manager, TRA, noted that they were working hard together to meet the deadline for operationalization of the OSBP. He expressed again his hope that this will be the last meeting before operationalization.



23. Mr. Ruzibiza Steven, Head Border Operations, DGIE, Rwanda thanked JICA for its support and the participants for their active participation during the project. He suggested that JICA's logo might be added to the identification badges, to reflect its important contribution.

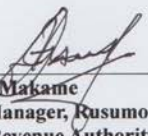
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MINUTES  
OF  
THE 6<sup>th</sup> JOINT BORDER COORDINATION COMMITTEE MEETING  
FOR  
OPERATIONALIZATION OF THE RUSUMO OSBP  
UNDER  
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE  
FACILITATION IN THE EASTERN AFRICAN REGION

18 March 2016  
Rusumo, Tanzania

  
Mr. Zahor Makame  
Customs Manager, Rusumo  
Tanzania Revenue Authority

  
Mr. Moses Kalisa  
Rusumo Border Manager  
Directorate General of Emigration and  
Immigration

## 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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training were conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. These meeting minutes are for the 6<sup>th</sup> joint border coordination committee (JBCC) meeting ("the meeting") for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. It was preceded by the 1<sup>st</sup> JBCC meeting on 20 August 2015, the 2<sup>nd</sup> JBCC meeting on 23 September 2015, the 3<sup>rd</sup> JBCC meeting on 6 November 2015, the 4<sup>th</sup> JBCC meeting on 7 December 2015, 5<sup>th</sup> on 11<sup>th</sup> February, 2016 and the 1<sup>st</sup> extraordinary JBCC meeting on 19 February, 2016.

## II. Opening Remarks

2. Mr. Zahor MAKAME, Rusumo Manager, Tanzania Revenue Authority (TRA), welcomed the participants and wished them a successful meeting.
3. Mr. Moses KALISA Rusumo border manager, Directorate General of Immigration and Emigration (DGIE) Manager, also welcomed all participants. He recalled the purpose of the meeting and requested participants to contribute actively in any language to make the meeting productive.
4. The bureau was constituted with Mr. Zahor MAKAME and Mr. Moses KALISA serving as Chair and Co-Chair, respectively.
5. The participants introduced themselves; **Annex 1** provides a list of the meeting participants.
6. Ms. Penina Simba, Regional Consultant, JICA OSBP Team, was in attendance she also had time to interview the border users on how they see the operations and to find out the challenges they have. She acted as an observer in the meeting.
7. The meeting program was adopted and is attached as **Annex 2**.





**III. Review of the Minutes of the 5<sup>th</sup> and 1<sup>st</sup> JBCC extraordinary Meeting held on 19<sup>th</sup> February 2016**

8. The meeting reviewed the minutes of the 5<sup>th</sup> and the 1<sup>st</sup> Extraordinary JBCC meeting reports. The discussion covered the following:

**IV. Report on Progress in Implementing the Work Plan (challenges and the way forward)**

9. The meeting then considered progress in implementing the work plan and updated it to reflect the latest developments, as attached in **Annex 3**.

10. Mr. Moses KALISA congratulated the Tanzania side for the effort made to provide furniture that was missing some days back.

11. The meeting agreed that the JBCC Meeting calendar should be established.

12. The leading agencies (DGIE and TRA) were tasked to draft the JBCC meeting calendar and make it known by the OSBP officials.

13. The meeting agreed that one common JBCC information centre be established to facilitate the storage and sharing of information.

14. It was noted that that the issue of OSBP identification badges is still pending, this should done before the next JBCC meeting. Lead agencies to spearhead the activity.

15. It was requested that JICA provide two screens on each side to show a video on OSBP procedures for users as it was agreed in the 5<sup>th</sup> JBCC meeting.

16. The meeting noted that the installation of security lighting from the bridge to the Tanzanian OSBP facility is still pending and it is urgent and crucial to facilitate operations at night; TRA was requested to follow up this activity and provide updates the in the next JBCC meeting.

17. The meeting found that there is a need for the;
- i. installation of fire hydrants on both sides,
  - ii. provision of bank facilities/services on the Tanzanian side,
  - iii. installation of incinerator(s),
  - iv. CCTV system, and security scanners for luggage and persons
  - v. Insurance for the facilities.

The lead agencies were tasked to make follow up on these issues and give updates in the next JBCC meeting.

18. The meeting noted the problem of transport means to ease the movement of officials from one side to another and this is greatly contributing to the late attendance of officials to the work place.

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**V. Other Business**

19. The JBCC recommended the checking of persons at the Tanzania side exit gate to be strengthened to avoid the passing of unauthorised persons.
20. The JBCC recommended the automation of the generator on the Tanzania side to avoid delay in service delivery in case electricity is cut out.
21. Through the JBCC the DGIE requested for the space to install a rack to update its software, and this was immediately granted by the TRA.
22. The meeting agreed that there is a need for a refresher course on OSBP procedures.
23. The Rwandan delegation informed the meeting about the Genocide commemoration week and requested Tanzania brothers to stand with Rwandans in such a difficult period.
24. The meeting suggested a get together party between OSBP officials and clearing agents from the two sides to strengthen friendship and cooperation.
25. The meeting resolved that no money changers should work within the OSBP control zone and recommended that non licensed money changers should be sensitised to register themselves with the National bank.

**VI. Summary of Recommendations of the Meeting**

26. Recommendations and agreements of the meeting follow:
  - (i) The meeting tasked the leading agents with the drafting of next meeting calendars.
  - (ii) The meeting recommended the establishment of a common JBCC information centre, TRA was recommended to provide space for JBCC documentation while DGIE should open a joint E-mail or web where all JBCC information can be accessed.
  - (iii) As the previous meetings did, this meeting also recommended (a) urgent installation of security lighting from the bridge to the Tanzanian OSBP facility, to facilitate operations at night; (b) additional parking for fuel and gas tankers on the Rwandan side; (c) installation of fire hydrants on both sides; (d) provision of bank facilities/services on the Tanzanian side; and (e) installation of incinerator(s), a CCTV system, and security scanners for luggage and persons..
  - (iv) It was agreed that identification badges be made as early as possible and the leading agencies are recommended to provide enough information on this issue in the next meeting.
  - (v) The meeting recommended the leading agencies to request JICA to provide the two buses promised during one of the previous meetings to facilitate the movement of workers from one side to another side.
  - (vi) It was recommended that JICA be reminded to provide 2 screens on each side to show a video on procedures for users.

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- (vii) The meeting also requested that JICA prepare large posters (at least one for each side) in addition to the video.
- (viii) The meeting recommended the leading agencies to request JICA to prepare a refresher course to awaken the knowledge of OSBP users on OSBP procedures.
- (xi) The meeting recommended TANZANIA side to put the simple fire extinguishers they have in the strategic places where fire is likely to break out and the use of sand buckets has been encouraged to both sides as we wait for the installation of fire hydrants.
- (xii) The meeting thanked JICA for its support and facilitation it always provides to Rusumo OSBP and recommended it to continue.

**VI. Closing Remarks**

- 27. Mr. Charles BARIGYE, security adviser, Rwanda side on behalf of Rwanda delegation thanked all the participants for their contribution and encouraged the two sides to continue to work in a friendly environment for benefit of both countries.
- 28. Mr. Zahor MAKAME, Rusumo Customs Manager, TRA, noted that hard work was done to see OSBP operating and encouraged further cooperation to overcome the simple challenges that may occur in the days ahead.


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**MINUTES  
OF  
THE 7<sup>th</sup> JOINT BORDER COORDINATION COMMITTEE MEETING  
FOR  
RUSUMO OSBP  
UNDER  
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE  
FACILITATION IN THE EASTERN AFRICAN REGION**

**28 April 2016  
Rusumo, Rwanda**

  
\_\_\_\_\_  
**Mr. Moses Kalisa  
Rusumo Border Manager  
Directorate General of Immigration and  
Emigration**

  
\_\_\_\_\_  
**Mr. Elias Luyili  
Head of Tanzania delegation, Rusumo  
Tanzania Revenue Authority**

## 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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training were conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. These meeting minutes are for the 7<sup>th</sup> joint border coordination committee (JBCC) meeting ("the meeting") for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. It was preceded by the 1<sup>st</sup> JBCC meeting on 20 August 2015, the 2<sup>nd</sup> JBCC meeting on 23 September 2015, the 3<sup>rd</sup> JBCC meeting on 6 November 2015, the 4<sup>th</sup> JBCC meeting on 7 December 2015, 5<sup>th</sup> on 19<sup>th</sup> February, 2016, the 1<sup>st</sup> Extraordinary JBCC meeting on 19 February, 2016 and the 6<sup>th</sup> JBCC meeting that took place on 18<sup>th</sup> March 2016.

## II. Opening Remarks

2. Mr. KALISA Moses, Rusumo Manager, Directorate General of Immigration and Emigration (DGIE) as a chair person, welcomed the participants and wished them a successful meeting.
3. Mr. Elias Lunyili, the head of the Tanzania delegation welcomed the participants and requested them to contribute actively to make the meeting very fruitful

## III. Meeting Proceedings

4. The bureau was constituted of Mr.KALISA Moses (DGIE) and Elias Lunyili (TRA) serving as Chair and Co-Chair, respectively.
5. The participants introduced themselves; **Annex 1** provides a list of the participants.
6. The meeting started late due to the problem of miscommunication that took place among Tanzania expected delegates.

7. The meeting program was adopted as attached as **Annex 2**, with the main focus being the presentation and discussion of the video shooting and sensitization program .The updated work plan is attached as **Annex 3**
8. Mr KALISA made a short review of the previous JBCC meetings and highlighted the matters arising in the 6<sup>th</sup> JBCC Meeting
9. Ms Penina SIMBA, JICA OSBP Team Expert, congratulated the JBCC on the successful launch of the Rusumo OSBP by the Heads of State. She reminded the participants that they
10. Ms Alice Muriuki, the JICA TFP Officer congratulated the JBCC on the successful launch and thanked them for their attendance. She explained how every change has challenges and made a presentation on how some of the challenges may be addressed through an effective communication strategy.
11. Mr Koichiro Tamura, JICA Team, Japan, made a presentation on the proposed training video shooting, components of the sensitization activities and their schedules.
12. He underscored the main goal of the sensitisation campaign as the effective operation of the OSBP. After his presentation each participant was called upon give his/her opinion on the best component that can be used to disseminate information on OSBP operations to Rusumo OSBP users.

He proposed the following schedule of activities:

- The 8<sup>th</sup> JBCC meeting to take place on 16<sup>th</sup> May2016
- Refresher training to take place on 17 and 18<sup>th</sup> May 2016
- Training video shooting to take place on 19 and 20<sup>th</sup> May2016 on both sides respectively

In the ensuing discussions the following sensitization and training components were suggested:

- Use of signage to direct OSBP users
- Use of an Information Desk
- Use of local community sensitisation forum
- Use of video screening to facilitate local OSBP users to acquire information on OSBP procedures
- Involvement of local opinion leaders in the sensitization program.
- Use of billboards and pull up banners
- Inclusion of a customer care module in the training video
- Participation in local radio talk shows
- Use of existing channels of communication, for example those used by Ministries responsible for EAC Affairs.



- Inclusion of an OSBP page on official websites of border institutions.
- Training should be for all government and private border agencies

**VI. Resolutions :**

- i. It was agreed that local community opinion leaders will be involved in the OSBP sensitization program.
- ii. It was agreed that the government agencies will include an OSBP page on their Websites showing OSBP procedures and frequently asked questions
- iii. It was proposed that the budget JICA OSBP Team planned to spend on radio announcements and flyers be rechanneled to the signages, considering that the announcements were meant to inform the public of the day for the operationalisation and the official launch.
- iv. The meeting agreed on the dates proposed by the JICA OSBP Team as follows :
  - On 16<sup>th</sup> May 2016, the 8<sup>th</sup> JBCC meeting shall be held to agree on the video script and the components for the sensitization activities.
  - Training for all government and private border agencies will take place on 17<sup>th</sup> and 18<sup>th</sup> May 2016.
  - On 19<sup>th</sup> & 20<sup>th</sup> May 2016, the video shooting on both sides shall commence
- v. JICA OSBP Team shall request for official approval for video filming from both governments.
- vi. JICA OSBP Team was reminded to include the 2 electronic screens for each side in the budget for the sensitization activities.

**V. Closing Remarks**

In his closing remarks Mr. Koichiro TAMURA, JICA OSBP Team expert thanked the meeting for the constructive discussions and encouraged the JBCC team members and is looking forward to the good work and effective achievements as the components were discussed.

Mr. Clavery NGUGE, Immigration officer In-charge Tanzania, thanked the participants for making this meeting a success and also thanked JICA for their support to the Rusumo OSBP and the meeting in particular and promised the Tanzania side to keep its cooperation to achieve the best results.

Mr. Emmanuel MPAYIMANA, Customs Manager RRA thanked the participants and JICA OSBP Team for their time and contributions and promised

cooperation from Rwanda side to keep good and positive changes to Rusumo  
OSBP.

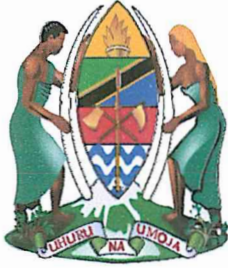
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List of participants- Rusumo OSBP 7<sup>th</sup> Joint Border Coordination Committee Meeting , 28<sup>th</sup> April 2016


	Country	Organization	Position	Sex M/F	Given name	Surname	Email	Mobile number	Signature
1	RWA	AGTE	Border Manager	MR	Moses	KALISA	kmoses@migration.gov.rw	0799354369	[Signature]
2	TANZ	TRA	Customs	MR	ELIAS	LUNYIU	elungili@tra.go.tz	0767293993	[Signature]
3	RWA	KRA	Border Manager	M	Emmanuel	MUNYIMBA	emmanuel.munyimba@krcr.gov.rw	0784590839	[Signature]
4	RWA	ARA	Customs Officer	M	Justin	MAZIMA	justin.mazima@ara.gov.rw	0785763221	[Signature]
5	Rwanda	Liberty	Advisor	M	Charles	BARIAYE	charleye@liberty.com	0788311249	[Signature]
6	Rwanda	Police	Asst CO-ordinator	M	Simon	MUNYIMBA	simon.munyimba@police.gov.rw	0788030655	[Signature]
7	Rwanda	Kenya	Communication	M	Benigno	BONWIMBU	benigno.bonwimbu@kenya.go.ke	0788419954	[Signature]
8	RWA	CUSTOMS AGENCY	CLEARING	M	THEOPHILE	ISENIMANA	theophiledusembe@gmail.com	0788071244	[Signature]
9	RWA	SECURITY		M	MIRIAM	MUNYIMBA	miriam.munyimba@security.gov.rw	0788240318	[Signature]
10	RWA	SECURITY	U/C Border	M	Edward	RUYIMANA	edward.ruyimana@security.gov.rw	0788311270	[Signature]
11	RWA	police	U/C Border	M	Emmanuel	NGUGU	emmanuel.ngugu@police.gov.rw	078822023	[Signature]
12	TANZANIA	Immigration	SR/Chief	M	CLAUDE	NGUGU	clauden@immigration.go.tz	0732503870	[Signature]
13	UGANDA	JICA	OSBP Team	F	PERNA	SIMBAZI	perna.simbaazi@jica.go.ug	079046617	[Signature]
14	Kenya	JICA TFP	Project Officer	F	ALICE	KMURIUKI	alice.kmuriuki@jica.go.ke		[Signature]
15	Japan	JICA Team	OSBP Team	M	Keiichiro	Tamura	keiichiro.tamura@jica.go.jp		[Signature]
16	Rwanda	JICA Team	PR Consultant	F	Gertrude	GILUMIRO	gertrude.gilumiro@jica.go.rw	0788689698	[Signature]
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**MINUTES**  
**OF**  
**THE EIGHTH JOINT BORDER COORDINATION COMMITTEE MEETING**  
**FOR**  
**OPERATIONALIZATION OF THE RUSUMO OSBP**  
**UNDER**  
**THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE**  
**FACILITATION IN THE EASTERN AFRICAN REGION**

16 May 2016  
Rusumo, Tanzania

  
\_\_\_\_\_  
Mr. Zahor Makame  
Rusumo Border Manager  
Tanzania Revenue Authority  
United Republic of Tanzania

  
\_\_\_\_\_  
Mr. Moses Kalisa  
Rusumo Border Manager  
Directorate General of Emigration and  
Immigration  
Republic of Rwanda

## **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). 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 Rusumo OSBP (in July, October, and November 2014) and three sets of training were conducted at Rusumo (in January, February, and March of 2015). A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP.

2. These minutes are for the 8<sup>th</sup> Joint Border Coordination Committee (JBCC) meeting (“the meeting”) for the operationalization of the Rusumo OSBP, the establishment of which was called for by Part F of the Rusumo OSBP Operational Manual. This meeting held on the 16<sup>th</sup> May 2016, was preceded by the 1<sup>st</sup> JBCC meeting on 20 August 2015, the 2<sup>nd</sup> JBCC meeting on 23 September 2015, the 3<sup>rd</sup> JBCC meeting on 6 November 2015, the 4<sup>th</sup> JBCC meeting on 7 December 2015, the 5<sup>th</sup> JBCC meeting on 11 February 2016, the 6<sup>th</sup> JBCC meeting on 18 March 2016 and the 7<sup>th</sup> JBCC meeting on 28 April 2016.

3. The Rusumo OSBP was piloted on the **1<sup>st</sup> March 2016** and was officially launched by His Excellencies the Presidents of the United Republic of Tanzania and the Republic of Rwanda on **6<sup>th</sup> April 2016**.

## **II. Opening**

4. Mr. Zahor Makame, Manager, Tanzania Revenue Authority (TRA), welcomed border officers working at Rusumo and the officials from headquarters. He urged the participants to actively take part in the meeting and proposed that preparation for training should be a substantive item on the agenda. He informed the participants that both English and Swahili could be used during the meeting.

5. Mr. Moses Kalisa expressed satisfaction that the Rusumo OSBP was officially launched by the respective Heads of State, who encouraged the officers at the OSBP to ensure that clearance of passengers and goods at the border improve. He urged the officers to work closely with the border communities to ensure that the OSBP is successful and achieves its objective of facilitating trade.

## **III. Introduction of Participants and Agenda**

6. The bureau was then constituted. The respective border managers, Mr. Zahor Makame, Rusumo Station Manager, TRA and Mr. Moses Kalisa, Rusumo Station Manager, DGIE, Rwanda, assumed duties as meeting Chairman and Co-Chairman respectively. The Chairman



requested the participants to introduce themselves; **Annex 1** to these minutes provides a list of the meeting participants.

7. The draft agenda was considered and amended to include; the agenda item on Preparation of Training as a substantive item, and an item on the OSBP Monitoring Sheet. This was adopted and is provided in Annex 2.

#### **IV. Expectations from the meeting**

8. The Chairman informed the participants that he expected active participation to ensure that by the end of the meeting the Rusumo OSBP JBCC would update the current sensitization programme and make proposals for inclusion in the training programme scheduled for 17-18 May 2016.

9. Ms. Penina Simba, JICA OSBP Team, informed the participants that the three main objectives of the meeting were (i) updated information of pending activities based on the 7<sup>th</sup> JBCC work plan; (ii) a updated sensitization programme; and, (iii) proposals for inclusion in the training programme.

#### **V. Updated work plan**

10. Mr Moses Kalisa gave an update of the pending activities based on resolutions and the updated work plans from previous JBCC meetings. During the ensuing discussions the meeting was informed that:

- a. The banking facility on the Tanzanian side was being installed.
- b. The Tanzania IT Team will be requested to address the issue of availability of internet for the clearing agents.
- c. TRA will initiate the activity for the installation of security lights from the bridge to the facility on the Tanzania side. They will report in the 9<sup>th</sup> JBCC meeting.
- d. RRA, DGIE and TRA to liaise with local government and border community private sector to provide designated parking space outside the control zone for fuel and gas tankers. The lead agencies will report in the 9<sup>th</sup> JBCC meeting.

JICA was requested to provide:

- a. Fire hydrants
- b. Security scanners (baggage and passenger).
- c. CCTV systems
- d. OSBP reflector jackets
- e. A summary of the procedures and FAQs for inclusion on the website of all border control agencies The lead agencies will provide the questions by 20<sup>th</sup> May 2016. The IT teams of the border agencies will be responsible for uploading the procedures and FAQs on their respective organisation websites.

#### **VI. Script for the Training Video and Sensitization Campaign - JICA OSBP Team**

11. The JICA OSBP Team member Ms. Kyoko Yoshikawa presented a proposed script for the training video, and the proposed sensitization activities which were updated during the 7<sup>th</sup> JBCC meeting .The proposed sensitization activities are attached as **Annex 3**. In the ensuing discussions, the script for the training video was revised and is attached as **Annex 4**.



12. She presented a proposed production schedule which was agreed by the meeting. The schedule is attached as **Annex 5**. The meeting confirmed the border agencies (**Annex 6**) that would be involved in the shooting and agreed to have pre-shooting orientation on the 18<sup>th</sup> May 2016 at 3.00pm (Tanzania time) at the Tanzania OSBP facility.

13. To enhance the effective operation of the OSBP through sensitization, the JBCC requested JICA to provide, (i) two TV screens for each facility, (ii) electronic billboards, one on each side, and (iii) signage to guide OSBP users. The JICA OSBP Team advised the JBCC to prioritise their requirements to JICA given budget restraints. The JBCC agreed to omit pull up banners, posters, flyers, and local radio talk shows from their original requests to JICA.

#### **V. Preparations for Training - JICA OSBP Team**

14. The JICA OSBP Team member, Mr. Sydney Chibbabbuka informed the meeting that the training was for both the public and private sector. The training is targeted mainly to those that haven't been trained before. The training venue on the Rwanda side can only accommodate 40 persons so the training will be conducted on the 17-18 May 2016 in different sessions given that the expected trainees were 110 in number. Training is scheduled to start with registration at 8.30 am Rwanda time/ 9.30 am Tanzania time. The trainees are expected to participate in a quiz at the end of the training sessions.

#### **VI. OSBP Monitoring Sheet (update)**

15. The JBCC noted the need to mobilize information to populate the OSBP Monitoring Sheet (**Annex 7**). Furthermore they agreed to include the M & E report as an agenda item in subsequent JBCC meetings. The lead agencies were tasked with coordinating this exercise.

#### **VII. Closing Remarks**

16. Mr Emmanuel Mpayimana of Rwanda Revenue Authority, expressed appreciation for the support provided by JICA and also thanked the participants for their active and positive discussions during the meeting.

17. Mr. Derrick Simfukwe, Manager HR TRA, reiterated appreciation to JICA for their support and thanked the participants for their handwork that ensured the operationalisation of the OSBP became a reality. He encouraged them to continue cooperating, and supporting the effective operationalisation of the Rusumo OSBP on outstanding issues. He wished the participants safe journey back home.

