



to requests from of the Partner States in December 2012, the Japan International Cooperation Agency (JICA) procured an records of discussions (with each participating country) on an Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 2 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 Rumuho 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.

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


The meeting was held from the 17th to the 18th February 2016 at the Namanga OSBP. The agenda for the meeting was to (i) review the progress of the operationalization of the Namanga OSBP, (ii) consider the minutes of the 4th JBOC Meeting held on 3rd November 2015, (iii) discuss a proposed OSBP monitoring format, and (iv) discuss proposed OSBP vision (s) and a sensitization program. The meeting program is presented in Annex 1 to these minutes.

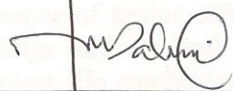
B. Opening

Mr. Patrick Wakhungu Juma, Senior Assistant Director, State Department of East African Affairs, Ministry of Labour and East African Community Affairs, Republic of Kenya (hereinafter Kenya), opened the meeting and urged all to actively participate so that the meeting would achieve its objectives. He also welcomed the participants to the meeting.

17-18 February 2016

Holili (Tanzania) and Taveta (Kenya) / Namanga, Kenya


Mr. Emmanuel Okello
Kenya Revenue Authority
Republic of Kenya


Mr. Aminiel L. Malisa
Tanzania Revenue Authority
United Republic of Tanzania

Ms. Penina Simba, Regional Consultant, JICA OSBP Team, reviewed key agenda items and expectations for the meeting.



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.

2. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the fifth JBCC meeting (“the meeting”); the establishment of the JBCC which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. The 5th Namanga JBCC meeting was preceded by the 1st JBCC meeting (25 August 2015), the 2nd JBCC meeting (23 September 2015), the 3rd JBCC meeting (28 October 2015), and the 4th JBCC meeting (30 November 2015).

3. The objectives of the 5th JBCC meeting were to (i) discuss lessons learned from the site visit to the Holili/Taveta OSBP, (ii) hear a report on the EAC meeting on soft infrastructure for the Namanga OSBP, (iii) consider the minutes of the 4th JBCC Meeting held on 30 November 2015, (iv) discuss a proposed OSBP monitoring format, and (v) discuss proposed OSBP video(s) and a sensitization program. The meeting program is presented in **Annex 1** to these minutes.

II. Opening

4. Mr. Patrick Wakhungu Juma, Senior Assistant Director, State Department of East African Affairs, Ministry of Labour and East African Community Affairs, Republic of Kenya (hereinafter Kenya), opened the meeting and urged all to actively participate so that the meeting would achieve its objectives. He stressed the importance of moving forward with operationalization of the Namanga OSBP, which is behind schedule.

5. Mr. Aminiel L. Malisa, Tanzania Revenue Authority (TRA), United Republic of Tanzania (hereinafter Tanzania), recognized the presence of senior officials from Nairobi and Dar es Salaam. He recalled the prior JBCC meetings and stressed the importance of the Namanga OSBP, which was envisaged as a pilot project. He emphasized that operationalizing the Namanga OSBP is the main task of the JBCC.

6. The bureau was constituted with Mr. Juma and Mr. Malisa serving as chair and co-chair respectively. The participants introduced themselves; **Annex 2** provides a list of the meeting participants.

7. Ms. Penina Simba, Regional Consultant, JICA OSBP Team, reviewed key agenda items and expectations for the meeting.

III. Discussion of Lessons Learned from the Site Visit to the Holili/Taveta OSBP, 17 February 2016

8. Mr. Malisa, TRA, thanked the JICA OSBP Team for facilitating the valuable site visit to the Holili/Taveta OSBP. Relocation to the new facilities took place in May 2015 and much has been achieved since then. The OSBP clearance operations are now in place, with only minor challenges. From the site visit, it was apparent that remaining requirements at Namanga include heavy-duty and baggage scanners, forklifts, specialized storage facilities, flag posts (at least six on each side) are required, office curtains, and rollout of the real time monitoring system / cargo control system (RTMS/CCS). Various development partners may work together to meet these requirements and assure that Namanga is a fully modern OSBP.

9. Eng. Abdillah Mataka, Assistant Director (Economic Infrastructure), Ministry of Foreign Affairs, East African, Regional and International Cooperation, (MFAEARIC), Tanzania, confirmed that the Holili/Taveta OSBP will be officially launched on 27 February 2016. He suggested that the Namanga JBCC establish a small task force to identify outstanding issues required to make the OSBP fully operational and seek necessary support. He also noted that Namanga can learn from other OSBPs. Requirements may include forklifts (as provided by JICA at Rusumo), large signposts (as at Horohoro / Lunga Lunga), and transport (as at Rusumo). It was suggested that JICA may wish to support such initiatives at Namanga. Mr. Wolfgang Salia, Manager – SCT and OSBP Coordination, TRA, suggested considering outsourcing of equipment rather than purchase.

10. Other observations, lessons learned, and/or questions/comments included the following: (i) the effective use of a private sector security force on the Kenyan side at Taveta; (ii) the need for control of the temporary importation of motor vehicles, which is an issue that can be effectively addressed by the RTMS/CCS (which can import information from the Simba and TANCIS software); (iii) a concern that for the trader there may be too many computer systems; (iv) a lack of adequate space for clearing agents in or near the control zone at Holili/Taveta; and (v) the need for continuous training of OSBP officers.

11. Mr. Salia suggested establishment of a subcommittee or working group to follow through on initiatives between JBCC meetings. He also urged establishment of a coordination team with experience from the various borders to shed light on various common OSBP issues. Ms. Simba noted that the Namanga JBCC has established a joint secretariat for this purpose.

12. The need to address the requirements of small-scale cross-border traders was mentioned. It was noted that this will be considered in the work plan (including preparation of procedures), and representatives of traders are and will continue to be invited to participate in JBCC activities.

IV. Report on the EAC Meeting on Soft Infrastructure for the Namanga OSBP, 16-17 February 2016

13. Mr. Malisa briefly presented the outcome of the EAC meeting on soft infrastructure for the Namanga OSBP held on 16-17 February 2016. An estimation for equipment was prepared in 2013 (e.g., for furniture, computers, printers, paper scanners, UPS, CCTV [which is not relevant now], and connecting fiber cable). Items that cannot be procured now can be procured later when funds are available. This meeting identified additional issues/requirements, e.g., wireless access points, surveillance equipment, additional paper scanners. Other issues

were also mentioned, e.g., heavy-duty and baggage scanners, forklifts, testing kits, air conditioning, but these cannot be provided now. It is expected that the EAC software project will install the ICT equipment by 30 April 2016 and undertake testing of the ICT equipment by 31 May 2016.

14. Eng. Mataka stressed the importance of ICT for OSBPs. He mentioned the need for all stakeholders to be present during testing to check whether they can communicate with their colleagues on the other side of the border. Mr. Malisa stressed that it is impossible to operationalize an OSBP without interconnectivity.

V. Review of the Minutes of the 4th JBCC Meeting held on 30 November 2015

15. The minutes of the 4th JBCC meeting were reviewed by Ms. Simba, JICA OSBP Team.

16. The 4th JBCC meeting agreed that:

- (i) greater and higher-level participation at subsequent JBCC meetings must be achieved;
- (ii) each side would report to the chair/co-chair the name(s) of their officials that will serve on the joint secretariat;
- (iii) joint inspection site visits will be held monthly;
- (iv) regarding border community residents, the JBCC should focus on the OSBP procedures for their crossing; and
- (v) JICA may consider support for a visit to the Holili/Taveta OSBP in order to learn lessons that can be applied at Namanga.

17. It was observed that the meeting this time included greater and high-level participation (e.g., senior officials from headquarters). Findings of the inspection site visits were reviewed (e.g., security lighting in the examination and parking area on both sides is not working, the signage on both sides is conflicting). The names of the secretariat members were announced (**Annex 3**). The participants again thanked JICA for its support of the visit to the Holili/Taveta OSBP.

18. It was agreed that TRA and KRA would co-chair the secretariat. It was also agreed that the observed security lighting and signage deficiencies in Tanzania need to be addressed. It was further agreed that the border agencies both sides should carefully assess their staffing requirements for the OSBP, including requirements for 24-hour operations.

VI. Updating the Work Plan for Operationalization of the Namanga OSBP

19. The Resident Engineer for the Kenya OSBP construction project reported that 97% completion has now been achieved overall. Full completion of the facilities project on the Kenyan side (not including ICT) is expected by the end of February 2016. The defect liability period is two years.

20. A joint mission to identify the functionalities of the building was proposed to take place before the end of February 2016, i.e., before the handover from the contractor to the client.

21. Some specific suggestions were offered: (i) a well-appointed room for VIPs is needed; and (ii) facilities for border community travellers may be provided separately from the facilities for other travellers, to facilitate their cross-border movements.

22. **The importance of water for the Namanga OSBP particularly on the Tanzanian side was stressed. Efforts are required by TANROADS to purify water from the well. TANROADS should be tasked through the Ministry of Works, Tanzania, to follow up on the availability of USD 55,000 for purification of water, by 18 May 2016. TANROADS will report progress at the next JBCC meeting.**

23. **The work plan for the Namanga OSBP was then updated, as shown in Annex 4. Key items included the following: (i) handover of the OSBP structures on the Kenyan side (after provision of water, power, and furniture), by 30 June 2016; and (ii) commencement of operationalization of the OSBP with implementation of the procedures set out in the Kenya-Tanzania OSBP Operational Manual, by 30 June 2016.**

VII. Proposed OSBP Monitoring Sheet

24. Mr. Sydney Chibbabbuka, Regional Consultant, JICA OSBP Team, presented a proposed format for monitoring operationalization of the OSBP. The format presented can be used both before and after opening of the OSBP. It is separate from the basic sheet for monitoring of the overall JICA grant project for construction of the OSBP facilities required by the records of discussion between JICA and the governments. It was noted that a similar document was considered by the Rusumo JBCC and JTC. With coordination of the secretariat, the Namanga, JBCC will submit comments on the monitoring format to the JICA OSBP Team before the holding of the Namanga JTC meeting on 29 February 2016.

VIII. Proposed Production of an OSBP Video

25. Ms. Kyoko Yoshikawa, Training/Awareness Raising Specialist, JICA OSBP Team, started by outlining various components of an OSBP sensitization campaign. She presented a concept for production of two types of videos, one for training and another for users/public relations. It was observed that many border community residents cannot read and write – how can they be sensitized? It was suggested that sensitization through pictures would be most effective. The importance of addressing the various questions raised systematically was stressed. The meeting then reviewed the findings of the Rusumo JBCC meeting with the same agenda. With coordination by the secretariat, the JBCC will provide further comments to the JICA OSBP Team on the video(s), at least one week before the next JBCC meeting, i.e., by 23 March 2016. It was understood that the final decision on the video(s) (and other campaign materials) will be based on inputs from the Rusumo and Namanga JBCCs and JTCs.

IX. Other Business

26. There was a request for a map of the Namanga OSBP to better understand the application of the procedures (e.g., what are the specifications of the no man's land?).

27. It was requested that presentations be circulated prior to upcoming meetings.

X. Summary of Agreements/Recommendations of the Meeting

28. The meeting agreed that:

- (i) TRA and KRA will co-chair the joint secretariat of the JBCC;
- (ii) all deficiencies (including security lighting and signage deficiencies) in Tanzania need to be addressed by TANROADS before final certification;
- (iii) the border agencies of both sides should carefully assess their staffing requirements for the OSBP, including for 24-hour operations;
- (iv) a joint mission should be coordinated by KeNHA and TANROADS to identify the functionalities of the Kenyan and Tanzanian OSBP facilities, before the handover of the building from the contractor to the client and certification;
- (v) a proper room for VIPs (on the Kenyan side) should be prepared;
- (vi) facilities for border community travellers may be provided separately from the facilities for other travellers, to assure facilitate of their cross-border movements;
- (vii) TANROADS is tasked through the ministry responsible for works to follow up on the availability of USD 55,000 for purification of water, **by 31 May 2016** and TANROADS will report progress of this task at the next JBCC meeting;
- (viii) operationalization of the OSBP with implementation of the procedures set out in the Kenya-Tanzania OSBP Operational Manual will commence by 30 June 2016;**
- (ix) with coordination of the secretariat, the Namanga JBCC will submit comments on the monitoring format to the JICA OSBP Team before the holding of the upcoming Namanga JTC meeting on 29 February 2016;
- (x) with coordination by the secretariat, the Namanga JBCC will provide further comments to the JICA OSBP Team on the video(s), at least one week before the next JBCC meeting, i.e., by 23 March 2016;
- (xi) the (next) 6th JBCC meeting will be held on 30 March 2016; and
- (xii) presentations should be circulated prior to JBCC meetings.

XI. Closing Remarks

29. Mr. Bruce Winston, Team Leader, JICA OSBP Team, applauded the success of the JBCC meeting in taking important steps toward operationalization of the Namanga OSBP. He expressed his hope that the outstanding infrastructure issues will be resolved as now scheduled so that there will be no more delays.


30. Mr. Patrick Wakhungu Juma, Senior Assistant Director, State Department of East African Affairs, Ministry of Labour and East African Community Affairs, Republic of Kenya, thanked all for attending this important meeting.

31. Mr. Aminiel L. Malisa, Tanzania Revenue Authority, TRA, expressed his appreciation for the attendance of senior officials from the respective national headquarters. He pronounced the meeting a success.

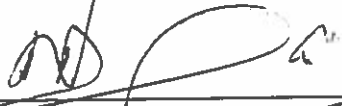


MINUTES
OF
THE SIXTH JOINT BORDER COORDINATION COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMANGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

20 April 2016
Namanga, Tanzania



Mr. Aminiel L. Malisa
Tanzania Revenue Authority
United Republic of Tanzania



Mr. Dishon A. Njuguna
Kenya Revenue Authority
Republic of Kenya

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating 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.

2. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the sixth joint border coordination committee (JBCC) meeting ("the meeting") for the operationalization of the Namanga OSBP, the establishment of which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. It was preceded by the 1st Namanga JBCC meeting that was held on 25 August 2015, the 2nd Namanga JBCC meeting that was held on 23 September 2015, the 3rd Namanga JBCC meeting that was held on 28 October 2015, the 4th Namanga JBCC that was held on 30 November 2015 and the 5th Namanga JBCC was held on the 17-18 February. The 5th JBCC meeting was preceded by a site visit of Holili- Taveta OSBP.

3. The objectives of the 6th JBCC meeting were to present progress on the JBCC work plan (including the work of the Task Force to facilitate movement of border community residents and their goods), consider pending work in order to formally update the work plan, discuss the proposed sensitization awareness campaign and consider the Project Monitoring Report updated by the 5th Namanga JTC that was held in Mombasa on the 29th February 2016. The meeting program is presented in Annex 1 to these minutes.

II. Opening

4. Mr. Aminiel L. Malisa, Tanzania Revenue Authority (TRA), welcomed the participants to the 6th Namanga JBCC meeting. He urged the participants to actively engage in the discussions in order to come up with firm resolutions to facilitate the implementation of their work plan towards operationalising the Namanga OSBP.

5. Mr. Dishon Njuguna, Kenya Revenue Authority (KRA) reiterated the need to hasten the progress towards operationalizing the Namanga OSBP. He cited the Holili-Taveta and Rusumo borders which are currently operational as motivating factors.

6. Ms. Penina Simba Regional Consultant JICA OSBP Team, expressed appreciation that those in attendance are taking the work of the JBCC seriously and acknowledged the establishment of the Namanga JBCC Joint Secretariat.

7. The bureau was constituted with Mr. Malisa and Mr. Njuguna serving as chair and co-chair respectively.

III. Introduction of Participants

8. The Chair invited the participants to introduce themselves. The participants introduced themselves; Annex 2 to these minutes.

IV. Introduction of Meeting Background and Expectations from Meeting

9. Ms. Penina Simba, introduced the meeting background and highlighted the expectations of the meeting. The meeting was a follow up of the 5th JBCC and was expected to update the Namanga work plan as of 18th February 2016, address the matters arising and discuss the proposed awareness campaign programme, which included the video production, production of banners, brochures, leaflets and other public relation activities. The meeting was also expected to take into account the Project Monitoring plan that had been updated by the 5th Namanga JTC.

V Matters arising from the Minutes of the 5th Namanga JBCC meeting and the special Namanga JTC meeting held on Namanga from 30-31 March 2016

10. Matters arising from the 5th Namanga JBCC:

- i. An OSBP Joint Secretariat had been established and was chaired by Oscar Saulo of Tanzania Revenue Authority
- ii. The security and street lights on the Tanzania were being worked on and should be finalised by the end of this week.
- iii. The proposal for the purification of water on the Tanzania side had been rejected and it had been agreed that a temporary measure of harvesting rain water in the underground tank be utilised. The Ministry of Water and Irrigation, Tanzania was requested to find alternatives sources of permanent clean water.
- iv. The date for the commencement of the operationalisation of the Namanga OSBP was to be confirmed once ICT connectivity was installed.

11. Matter arising from the Special JTC meeting held on 30-31 March 2016

- i. The meeting was informed that the funds from African Development Bank for furniture and ICT were available awaiting approval by East African Legislative Assembly's approval of the EAC supplementary budget. This is expected in May.
- ii. It was agreed that the two lead agencies should source funds for the installation of the fibre cable for the connectivity between the two OSBP's.

VI Presentation of Progress and Update of Work Plan: Tanzania Revenue Authority / Kenya Revenue Authority:

12. TRA and KRA presented progress of the current work plan and the updated work plan is attached as Annex 3

13. The KeNHA Resident Engineer informed the meeting that the main building and, warehouse were complete. The drainage system and landscaping were still work in progress.

14. There is work in progress with regard to signage on both sides, and border agencies shall be involved in ensuring the signage features their corporate colours. It is vital that there is uniformity in the design of the signs.

VII. Presentation Task Force Progress Report: Kenya Immigration

15. A member of the Task Force, Adrian Ntambala of Tanzania Immigration presented the Task Force Report attached as **Annex 4**

16. In the ensuing discussions it was proposed that a consultative stakeholders workshop be held targeting the heads of the stakeholders associations to consider the draft Cross Border Community Clearance procedures before tabling them to the next JTC.

VIII. Presentation of the proposed sensitisation campaign for Namanga OSBP: JICA OSBP Team

17. Ms. Penina Simba presented the proposed sensitization campaign for the Namanga OSBP, attached as **Annex 5**.

18. In the ensuing discussions it was agreed that the Task Force mandated with drafting the Cross Border Community procedures be mandated with developing an Awareness Campaign Strategy detailing the target groups, the approach, the modalities, the activities, etc.

19. The JICA Consultant (Video Production) Kyoko Yoshikawa and Ms. Penina Simba would send TOR's for the Task Force to the Chair of the Joint Secretariat by the end of the week

20. The Task Force will present the draft strategy for consideration to the 7th JBCC scheduled for **Wednesday 25th May 2016**

IX. Presentation of the Project Monitoring Report: Chair TRA

21. Mr Malisa the Chairman presented the OSBP Project Monitoring Report and explained that the report could be utilised as soon as they relocate to the OSBP facilities regardless of whether the OSBP has been fully operationalised. This report is vital in assisting the JBCC to identify issues that need to be address to ensure effective operationalisation of the OSBP.

X. Summary of Recommendations of the Meeting

22. The meeting agreed that:

- i. Once it's established that the Kenya side has enough water it can be shared with the Tanzania and modalities on how to manage the water would be established .This will be tabled to the JTC in their next meeting.
- ii. The border agencies should relocate to the OSBP structures once the structures are habitable and should not wait for all the facilities to be complete;
- iii. Location of offices will be done in consultation with the lead agencies and all the other border agencies
- iv. The JBCC will identify the heads of stakeholder private sector and community associations for consultation on the draft procedures for cross border communities and request JICA to fund a workshop
- v. The JBCC would write to the JTC and request for office space for the insurance Companies operating at the border in the OSBP structures.

XI. Closing Remarks

23. Mr. Dishon Njuguna expressed appreciation to the participants for the attendance to the 6th JBCC meeting. He underscored the fact that Kenya is ready to support the activities aimed at operationalizing the Namanga OSBP and, is committed to implementing all the resolutions agreed in this meeting aimed at operationalization of the OSBP at Namanga. . He wished all the participants a safe journey home.

24. Mr Aminiel Malisa thanked all the participants for attending and contributing actively in the meeting. He appreciated the support and efforts of JICA, and thanked them for attending the meeting. He appealed to the participants to work hard in ensuring they relocate into the OSBP structures and work towards operationalising the OSBP as soon as possible. .He also wished them all a safe journey home.

25. M Yoko., thanked the participants for their active participation and patience. She reminded them that the operationalisation is just round the corner and that the task is almost done, so they should continue with the good work they are doing.

26. It was agreed that the 7th JBCC be held on **Wednesday 25th May 2016.**



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

26 May 2016
Namanga,
Kenya

A blue ink signature of Mr. Dishon. A. Njuguna, written over a horizontal line.

Mr. Dishon. A. Njuguna
Kenya Revenue Authority
Republic of Kenya

A blue ink signature of Mr. Aminiel L. Malisa, written over a horizontal line.

Mr. Aminiel L. Malisa
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.

2 Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the seventh Joint Border Coordination Committee (JBCC) meeting (“the meeting”) for the operationalization of the Namanga OSBP, the establishment of which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. It was preceded by the 1st Namanga JBCC meeting that was held on 25 August 2015, the 2nd Namanga JBCC meeting that was held on 23 September 2015, the 3rd Namanga JBCC meeting that was held on 28 October 2015, the 4th Namanga JBCC that was held on 30 November 2015 and the 5th Namanga JBCC was held on the 17-18 February. The 5th JBCC meeting was preceded by a site visit of Holili- Taveta OSBP. The 6th JBCC meeting was held on the 20th April 2016 at Namanga, Tanzania.

3. The objectives of the 7th JBCC meeting were to present progress on the JBCC work plan updated by the 6th Namanga JBCC, consider pending work in order to formally update the work plan and discuss the proposed sensitization awareness campaign and agree on timelines for the Task Force for developing the Sensitization Campaign Strategy.

II. Opening remarks

4. Mr. Dishon Njuguna, Kenya Revenue Authority (KRA) invited the participants to introduce themselves and the list of participants is attached as **Annex 1**. He gave the background to the meeting citing the previous six JBCC meetings. He highlighted the issues that were pending on the Kenyan side. He informed the meeting that the last inspection of the facility confirmed that the main building was almost ready but there were still a few areas that required touch ups. The pending areas were not very substantial and should not prevent the agencies from relocating to the building. He informed the meeting that the designs and proposals for the signage were complete.

5. Mr. Aminieli L. Malisa, Tanzania Revenue Authority (TRA), welcomed the participants to the 7th Namanga JBCC meeting. He expressed appreciation of the participants for their attendance and urged them to actively participate in contributing to the discussions that would facilitate the operationalisation of the Namanga JBCC. He highlighted the pending issues on the Tanzania side including signage, the ICT works, the procurement of cleaning services and security personnel and the water issue. He requested the Kenya lead agency (KRA) to share with them the proposed designs for the signage.

6. The bureau was constituted, with Mr. Njuguna and Mr. Malisa serving as Chair and Co-chair respectively.

7. The draft agenda was considered and amended. The agenda is attached as **Annex 2**

III. Introduction of Meeting Background and Expectations from Meeting

8. Ms. Penina Simba, JICA OSBP Team, briefed the background of the meeting and highlighted the expectations of the meeting. The meeting was expected to update the previous Namanga work plan (as of 20 April 2016), address the matters arising in the 6th JBCC meeting, discuss the proposed sensitisation campaign programme and agree on timelines for the Task Force for developing the Sensitization Campaign Strategy.

IV. Matters arising from the Minutes of the 6th Namanga JBCC meeting

9. Matters arising from the 6th Namanga JBCC are as follows:

- i. With regard to the issue of water supply on the Tanzanian side, the meeting was informed that Tanzania is looking for an alternative source of water given that the current supply is not potable. The plan is to drill a borehole at Matiani to channel water to the OSBP facility. It was agreed that the lead agencies would coordinate the meeting between the experts from Ministry of Water from the two Partner States and Kajjado county water officials scheduled for 8th June 2016 to develop modalities on how to address this issue. This meeting will take place after Ministry of Water Tanzania has confirmed the amount of water required by the Tanzania side. The meeting report will be presented to the relevant authorities of the two Partner States for further action.
- ii.
- iii. With regard to the issue of relocation to the new buildings, the meeting was informed that the Kenya side of the OSBP facility was ready pending fitting of furniture and allocation of offices. The allocation of offices will be addressed in the week of 30th May 2016 by the Joint Border Management Committee. The meeting was informed by the EAC Secretariat that the procurement of the furniture and ICT equipment would be finalised by 30th June 2016 and agreed on a schedule of activities to address the ICT issues. The installation of ICT business applications on the Tanzania side will be done before the 1st of June 2016. The procurement and installation of the optic fibre cable would be done by 15th July 2016, followed by testing of the ICT equipment by a Joint ICT Technical Team on 18th July 2016. The Kenya lead agency will share the designs and proposal for the signage with the Tanzania lead agency and once they have agreed on standard signage the process for procurement by the two sides will commence. The TRA assured the meeting that they would pursue the issues regarding procurement of cleaning services, security personnel and signage. The Chair informed the meeting that the Kenya side had adequate security with 14 police officers and 24 private security guards. The meeting agreed to maintain the earlier date of 1st June 2016 for relocation.

10. The Tanzania side identified the following stakeholders for consultation and finalisation of the cross border procedures before submitting them to the Joint Technical Committee:

- a. Village leaders (Chairman and Secretary)
- b. Ward Leadership (The Executive)
- c. Representative from the office of the District Commissioner
- d. Representative of the Councillor
- e. Cross Border Traders Association Leadership
- f. Boda-boda/Taxi driver representatives
- g. Commuter bus drivers representatives

VI. Presentation of the proposed sensitisation campaign for Namanga OSBP: JICA OSBP Team

11. Ms. Kyoko Yoshikawa, JICA OSBP Team, presented the proposed sensitization campaign with the aim of guiding the Task Force for Developing the Namanga Sensitization Campaign Strategy in its work. Her presentation is attached as **Annex 3**. It was agreed that the Task Force will finalise the strategy in two weeks time by 9th June 2016.

V. Presentation of Progress and Update of Work Plan – JICA OSBP Team

12. Ms. Penina Simba, JICA OSBP Team, presented the Namanga OSBP work plan as updated by the 6th JBCC meeting. The meeting updated this work plan and the updated work plan is attached as **Annex 4**.

VI. Status of the Namanga OSBP Soft Infrastructure Project –EAC Secretariat

13. Mr. Arnold Nkoma, Border Management Expert EAC Secretariat, presented a brief background of the Namanga OSBP Soft Infrastructure Project (NSIP), which is funded by the African Development Bank (AfDB). He informed the meeting that 60% of the NSIP funds have been disbursed in the EAC Special Account by AfDB the component for furniture and equipment of the project has been fully funded and the EAC Secretariat is working towards ensuring that procurement of furniture and ICT equipment completed by 30th June 2016.

VII. Summary of Recommendations of the Meeting

14. The meeting recommended that in addition to the items in the work plan the following items should be procured as a matter of urgency to enable the agencies to relocate to the OSBP facilities:

- a. Signage
- b. Cleaning services
- c. Security Personnel
- d. Water Supply installation
- e. Air conditioners
- f. ICT infrastructure
- g. Curtains

15. The meeting recommended that KRA and TRA facilitate the officials to attend the meeting between the Experts from the Ministries responsible of Water and the Kajiado County Water officials.

VIII. Closing Remarks

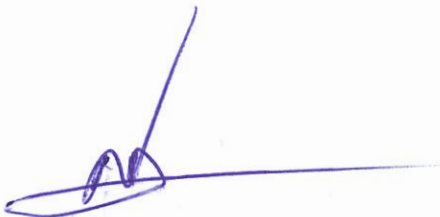
15. Mr. Dishon Njuguna expressed appreciation to the participants for the attendance to the 7th JBCC meeting. He underscored the fact that Kenya is ready to support the activities aimed at operationalizing the Namanga OSBP and, is committed to implementing all the resolutions agreed in this meeting aimed at operationalization of the OSBP at Namanga. He wished all the participants a safe journey home.

16. Mr. Aminiel Malisa thanked all participants in particular those from headquarters, for attending and contributing actively in the meeting. He appreciated the support and efforts of JICA, and thanked them for attending the meeting. He appealed to the participants to work hard in ensuring they relocate into the OSBP structures and work towards operationalising the OSBP as soon as possible. He also wished them all a safe journey home.

17. Mr. Bruce Winston, Team Leader, JICA OSBP Team, noted the meeting was important and valuable. It firmed up a number of specific activities that are absolutely necessary to proceed with the Namanga OSBP. He noted that difficult issues were also faced in operationalizing the Rusumo OSBP, but they were successfully addressed. Therefore, it is

important that the JBCC has developed a detailed step-by-step work plan for moving forward. However, it will be important to follow through with this plan to reach the goal of operationalizing the Namanga OSBP.

18. It was agreed that the 8th JBCC meeting will be held on Tuesday 28th July 2016.





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

8 August 2016
Namanga, Kenya

A handwritten signature in blue ink, appearing to read 'Amini L. Malisa'.

Mr. Amini L. Malisa
Tanzania Revenue Authority
The United Republic of Tanzania

A handwritten signature in blue ink, appearing to read 'Dishon M. Njuguna'.

Mr. Dishon M. Njuguna
Kenya Revenue Authority
Republic of Kenya

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating 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.

2. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the fourth joint border coordination committee (JBCC) meeting (“the meeting”) for the operationalization of the Namanga OSBP, the establishment of which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. It was preceded by the 1st Namanga JBCC meeting that was held on 25 August 2015, the 2nd Namanga JBCC meeting that was held on 23 September 2015, and the 3rd Namanga JBCC meeting that was held on 28 October 2015. The 4th Namanga JBCC was held on 30 November 2015 and the 5th Namanga JBCC was held on the 17-18 February and was preceded by a site visit of Holili- Taveta. The 6th and 7th JBCC meetings were held on the 20th April 2016 and 26th May 2016 respectively.

3. The objectives of the 8th JBCC meeting were to review progress towards operationalization of the OSBP, presentation of the report on the stakeholder’s conference on proposed local community procedures, review the proposed awareness campaign strategy and a recap on the project monitoring report.

II. Opening

4. Mr. Aminiel L. Malisa, Tanzania Revenue Authority (TRA), welcomed the participants to the 8th Namanga JBCC meeting; He urged the participants to engage in the discussions actively and wished them fruitful discussions.

5. Mr. Dishon M. Njuguna, Kenya Revenue Authority (KRA) welcomed the participants and he reminded the meeting of the previous meeting’s discussions on the movement of the officers to the Kenya side. He assured the meeting that office allocation had been done and the building was now ready for use.

6. The agenda was amended to include a visit to the water project on the Tanzania side .The amended programme is attached to these minutes as **Annex I**

7. The bureau was constituted with Mr. Malisa and Mr. Njuguna serving as chairman and co-chair respectively. The participants introduced themselves; **Annex 2** to these minutes provides a list of meeting participants.

III. Introduction of meeting background and expectations from the meeting

8. Ms. Penina Simba, JICA OSBP Team gave a brief background of the meeting. She summarized the proceedings of the 7th JBCC meeting and highlighted the objectives of the 8th JBCC meeting.

IV. Consideration of the Minutes of the 7th JBCC Meeting held on 26 May 2016

9. The Chair and Co-chair gave an update on the matters arising from the 7th JBCC meeting with contributions from the participants on various issues.

10. The Chair presentation is attached as **Annex 3**.

11. The Co- Chair informed the meeting that:

- i. The main building was substantially complete and KeNHA handed it over to KRA on 21st June 2016. The defects shall be addressed by the contractor within six months from the date of handing over.
- ii. The civil works are ongoing and should be complete this month.
- iii. KRA management had been informed about the need to increase KRA staff at the border.
- iv. The Kenya JBCC side conducted inspections of the main building, the verification shed and the customs warehouse on the 27th July 2016. The team noted the lack of the following; an emergency room, secure storage facilities for documents, an animal holding facility, scanners, metal detectors and a CBC registry.
- v. Office allocation was done on the 2nd August 2016 by members of the JBCC
- vi. KRA ICT team carried out inspection of the ICT facility at Namanga OSBP on the 26th July 2016 and identified activities that need to be carried out when relocating the Namanga network to the new building. Namanga station has communicated the details of this report to DC-KRA ICT so as to facilitate relocation. The ICT team was expected in August 2016 to facilitate relocation.
- vii. JICA EA Trade Facilitation project team conducted training of Namanga CBC staff on RTMS/CCS from 27th - 29th July 2016.

V. Presentation of report on Stakeholders conference on proposed local community procedures – Mr. Juma Wakhungu – Conference Convenor

12. Mr .Wakhungu presented a summary of the proceedings of the stakeholder's workshop on simplified border crossing procedures for Namanga residents that were held on 14 June 2016. A key issue that arose was the need to review the procedures

from time to time taking cognisance of emerging issues and challenges. The workshop recommended that another forum of the local community stakeholders be convened to review the finalised draft before it is presented to the Joint Technical Committee. Furthermore it was recommended that TRA, KRA and JICA OSBP Team prioritize sensitization of members of public of Kajiado and Longido prior to the launch of the OSBP operations at Namanga.

13. The Task Force will finalise the draft simplified border crossing procedures, by the 12th August 2016 for consideration by the Joint Technical Committee.

VI. Presentation on the proposed awareness campaign – JBCC Task Force / JICA OSBP Team

14. The Chairman of the task force presented the Namanga OSBP Awareness Plan attached as **Annex 4**

15. During the ensuing discussions it was proposed that general public should be added as another target group, road shows should be launched from the Tanzania side from Arusha and Nairobi on the Kenya side and JICA was requested to avail two monitors, one on each side of the border to display the OSBP procedures.

16. The TRA and KRA taxpayer communication units need to be informed about the awareness plans to ensure that they are involved in the implementation.

17. Ms. Akie Tanaka JICA OSBP Team requested for further clarification on the Sensitization Tools/ Activities for Namanga on the timelines and content of the meeting and sensitization workshop. The meeting was informed that brochures on the flow of OSBP procedures will be used and the timelines will be set depending on when the OSBP is operational. The meetings/workshops will be conducted a week before the OSBP is operational.

18. With regard to signage, a big billboard indicating the procedure flows is what is required at Namanga. The meeting was informed that this was beyond the project's scope and therefore JICA could not provide funds for the billboards.

19. The Task Force was requested to review the plan incorporating the issues that were discussed, by the 26th August 2016.

VII. Project Monitoring Report – JICA OSBP Team

20. The meeting agreed that the project monitoring report was clear and sufficient .The monitoring sheet would be utilised immediately after operationalisation of the OSBP.

VIII. Reviewing progress towards operationalisation of the OSBP.

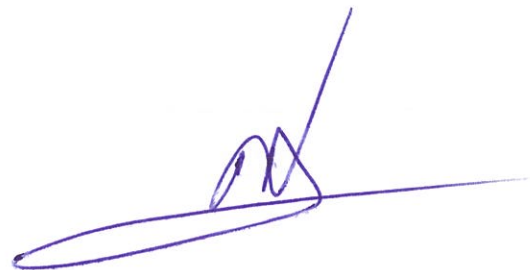
21. The 7th JBCC work plan was updated and the dates for the operationalisation of the OSBP changed to 15th September 2016. This was mainly due to pending issues of ICT installation, AC, curtains and signages. These items required engagement of government agencies and professionals to prepare comprehensive procurement documents and thereafter undergo procurement process in line with the laws of Tanzania. Moreover these items weren't budgeted for in the 2015/16 budget. The updated work plan is attached as **Annex 5**.

IX. Closing Remarks

22. The Chair expressed appreciation of the continued support of the JICAOSBP Team and the participation of the officials from the headquarters. He thanked the Ministry of Finance for their able coordination and called for continued participation. , He thanked the participants for their active participation and encouraged them to work harder towards the operationalisation of the OSBP. He wished them all safe journey back to their work stations

23. The Co-Chair thanked all the participants for their attendance and noted that a lot of progress had been done. He looked to forward to moving into the OSBP facilities in the near future. He urged the Joint JBCC Secretariat (Immigration on both sides) to coordinate meetings, arrange the relevant documents and communicate to the JBCC members.

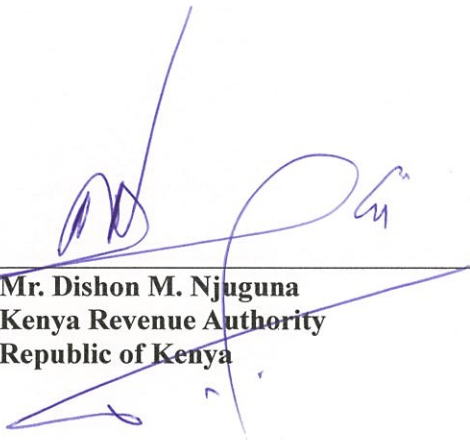
It was agreed that the 9th JBCC meeting be held in the week of 26th September 2016.



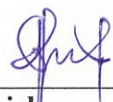


MINUTES
OF
THE NINTH JOINT BORDER COORDINATION COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE NAMANGA OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

29-30 September 2016
Namanga, Kenya



Mr. Dishon M. Njuguna
Kenya Revenue Authority
Republic of Kenya



Mr. Charles Daniel
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 Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases 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 will continue to August 2017.
2. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the ninth Joint Border Coordination Committee (JBCC) meeting (“the meeting”) for the operationalization of the Namanga OSBP, the establishment of which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. The last two JBCC meetings were held on 26th May and 8th August 2016, respectively.
3. The objectives of the 9th JBCC meeting were to present progress on the JBCC work plan updated by the 8th Namanga JBCC meeting, consider pending work in order to formally update the work plan, obtain an update on the conclusion of the simplified border procedures for the local community and the sensitization plan, and take account of issues arising from the 6th Joint Technical Committee meeting held on 28th-29th September 2016.

II. Opening Remarks

4. Mr. Dishon Njuguna, Kenya Revenue Authority (KRA), welcomed the participants to the 9th JBCC meeting. He informed the meeting that operationalization of the OSBP has been delayed due to some pending issues that he hoped will be resolved soon and enable the border agencies to move into the facility by the end of 2016. KRA has initiated the process of taking over the building and requested technical experts from its headquarters to witness the official handover to ensure that they are aware of any pending issues. Border agencies on the Kenyan side, the Tanzania Revenue Authority (TRA), Immigration and Health from Tanzania, together with technical officers from headquarters, will meet next week to establish the status of the facilities and their readiness for occupation. The findings of this meeting will be forwarded to the Commissioner General of KRA for directives to move forward. He informed the meeting that progress had been made on the development of simplified procedures for local community residents. These procedures were aimed at facilitating the cross-border movement of local goods and persons. Once approved, the procedures will be displayed in both English and Kiswahili on notice boards that will be easily accessible by the public.
5. Mr. Charles Daniel, Acting in Charge, Tanzania Revenue Authority (TRA), welcomed the participants to the 9th Namanga JBCC meeting. He expressed appreciation for the participants’ attendance and urged them to actively contribute to the discussions, which will facilitate the operationalization of the Namanga JBCC.

6. The bureau was constituted, with Mr. Njuguna and Mr. Daniel serving as Chair and Co-chair respectively. The program was agreed as attached in **Annex 1**.

7. The participants introduced themselves and the list of participants is attached as **Annex 2**.

III. Introduction of Meeting Background and Expectations from Meeting

8. Ms. Penina Simba, Regional Consultant/OSBP Operations Specialist, JICA OSBP Team, provided a brief on the background of the meeting and highlighted expectations. The meeting is to update the Namanga OSSP work plan of 8th August 2016, address matters arising from the 8th JBCC meeting, and receive an update on the conclusion of the simplified border procedures for the local community and the sensitization plan, and issues arising from the 6th Joint Technical Committee (JTC) meeting.

IV. Matters Arising from the Minutes of the 8th Namanga JBCC Meeting

9. Matters arising from the 8th Namanga JBCC meeting included:

- i. Regarding the development of simplified border procedures for the local community, it was agreed that TRA, KRA, and the JICA OSBP Team should prioritize sensitization of members of the public of Kajiado and Longido prior to the operationalization of the Namanga OSBP.
- ii. The Task Force was to finalize the simplified procedures by 12th August 2016 for presentation to the 6th JTC meeting.
- iii. The Task Force was requested to review the sensitization plan and present the revised version to the current 9th JBCC meeting.

V. Presentation of Progress and Update of Work Plan – JICA OSBP Team

10. Ms. Penina Simba presented the Namanga OSBP work plan of 8th August 2016. The work plan was updated and the updated version is attached as **Annex 3**.

VI. Presentation of the Task Force Progress Report

A. Development of the Simplified Procedures for the Local Community

11. Mr. Njuguna presented the current version of the simplified procedures for the local community attached as **Annex 4**. He emphasized that sensitization of the local community is a prerequisite to operationalization of the Namanga OSBP since it will facilitate the implementation of the OSBP procedures. He presented each provision in the procedures for consideration. During the ensuing discussions it was agreed that:

- i. There should be a separate desk for the clearance of the local community residents, at which officers may check people and goods. The border agencies will be required to profile the local community.
- ii. The 15 km radius provided in a bilateral agreement between Kenya and Tanzania for movement of local community residents should be adhered to.
- iii. The boda-boda drivers' reflector jackets should be made in two colours with each colour identifying the Partner State in which the motorbike is registered. This measure will assist the border agencies in profiling the drivers.

- iv. The procedure for clearance of motor vehicles, bicycles, motorbikes, etc. for the local community should be reviewed to ensure that they are cleared with minimal controls without compromising security and fraud checks.
- v. The procedures should clearly indicate the process for declaring goods below \$2,000 and the process under the Simplified Customs Regime as provided for under the EAC Customs Management.
- vi. The JBCC should follow up with the relevant authorities and come up with simplified procedures for movement of livestock and live fish.
- vii. Any procedure that is not OSBP specific should not be included in the simplified procedures.

Mr. Njuguna presented the challenges identified and recommendations made to address them, during the meeting for reviewing the simplified procedures (**Annex 5**).

B. Sensitization Tools/Activities Plan

12. The sensitization tools/activities plan was presented by Mr. Oscar Saulo, Customs Officer, TRA. It incorporated comments from the JICA OSBP Team and clarifications from the Task Force.

13. The meeting was informed that the sensitization tools/activities plan had been discussed during the 6th JTC meeting. The JTC meeting requested the Task Force to ensure that the plan only reflects activities that will be funded by JICA.

14. In the ensuing discussions the meeting agreed that:

- i. A revised brochure should be developed, updating the brochure that JICA had produced earlier.
- ii. The meeting and workshops should be targeted to the specific objectives that are to be achieved. The Task Force will reconsider the number of estimated participants.
- iii. Joint border visits should be deleted from the plan.
- iv. The items on road show trucks and dancers should be incorporated into the road show activity.
- v. The Task Force will provide the JICA OSBP Team with an estimated budget for the road show activity, by 14th October 2016.
- vi. There is a need to provide clear and precise details on what should be contained in the brochures and flyers.
- vii. The Task Force will propose the content of the videos
- viii. The Task Force will provide justification for the requested screens by 14th October 2016.
- ix. The video should be produced in English and Kiswahili only.
- x. The JBCC will provide a budget for activities for the official launch of the OSBP.
- xi. The signage activity should be removed from the plan. The 6th JTC meeting agreed that signage will be addressed by KRA and TRA.
- xii. The JICA OSBP Team will provide a copy of the Rusumo training video to the JBCC after it is completed.

15. The JICA OSBP Team underscored the need to identify an appropriate venue for the training and sensitization workshops. The Team expressed concern that this may affect border operations and therefore proposed that the group be divided into two to avoid interference in the

daily operations of the border. Furthermore, the workshops should be held after the approval of the simplified procedures for the local community. It was proposed that the training and sensitization workshops should be in late November 2016. This would give the Task Force sufficient time to prepare for the workshops and give the JICA OSBP Team time to plan for the workshops.

16. With regard to brochures/flyers, the meeting was informed that flyers are meant to relay the dates of the opening of the OSBP and the associated road shows. The brochure will describe the border procedures by category (simplified procedures for local community residents; standard procedures for goods, people, and vehicles).

17. The training video will incorporate a short history and background of the OSBP, followed by an elaboration of the procedures. A shorter video clip will show the procedures for the general public.

VIII. Closing Remarks

18. Mr. Charles Daniel, TRA, expressed appreciation to the participants for their contributions during the 9th JBCC meeting. He underscored the need to ensure that the local community understands and appreciates the simplified OSBP procedures. Since the process of operationalizing the OSBP at Namanga is a joint effort, he appealed to the participants to contribute effectively to ensure ultimate success.

19. Mr. Dishon Njuguna, KRA, thanked all the participants for attending and contributing actively in the meeting. Considerable progress has been made towards concluding the simplified border procedures for the local community residents and the sensitization tools/activities plan. These achievements will facilitate operationalization of the OSBP concept by the end of 2016. Finally, he expressed appreciation for the support and efforts of JICA.





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

A handwritten signature in purple ink, appearing to be 'Edwin Iwato'.

Mr. Edwin Iwato
Tanzania Revenue Authority
United Republic of Tanzania

6th November 2017
Namanga, Tanzania

A handwritten signature in black ink, appearing to be 'Dishon M. Njuguna'.

Mr. Dishon M. Njuguna
Kenya Revenue Authority
Republic of Kenya

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases 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 will continue to November 2017.

2. Among other activities, during the first phase of the OSBP project component, three Joint Technical Committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, September, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for the Namanga OSBP. These meeting minutes are for the tenth Joint Border Coordination Committee (JBCC) meeting (“the meeting”) for the operationalization of the Namanga OSBP, the establishment of which was called for by Part C of the Kenya-Tanzania OSBP Operational Manual. The last two JBCC meetings were held on 8th August 2016, and 29th to 30th September 2016, respectively.

3. OSBP operations commenced at Namanga on 2nd October 2017. The objectives of the 10th JBCC meeting were to consider pending work, which included an update on the conclusion of the Simplified Border Procedures for the Local Communities and the sensitization/awareness campaign for private sector stakeholders, and consideration of progress in the operationalization of the Namanga OSBP by use of the project monitoring sheet template agreed by the JTC.

II. Opening Remarks

4. Mr. Edwin Iwato, Regional Manager Customs, Tanzania Revenue Authority (TRA), welcomed the participants to the 10th JBCC meeting. He thanked JICA for their continued support and assistance in ensuring that the Namanga OSBP operations run efficiently.

5. Mr. Dishon Njuguna, Manager Customs, Kenya Revenue Authority (KRA), welcomed the participants to the 10th Namanga JBCC meeting (“the meeting”). He informed the meeting that the Namanga OSBP operations had commenced on the 2nd of October 2017. He thanked all the officers who were involved in the migration to the new offices and the commencement of OSBP operations. He noted that there was already evidence that time taken in clearance of goods and passengers at Namanga had decreased and he was certain that clearance time will continue to decrease.

6. The bureau was constituted, with Mr. Iwato and Mr. Njuguna serving as Chair and Co-Chair, respectively. The program was agreed as attached in **Annex 1**.

7. The participants introduced themselves and the list of participants is attached as **Annex 2**.



III. Meeting Background and Expectations from Meeting

8. Ms. Penina Simba, Regional Consultant/OSBP Operations Specialist, JICA OSBP Team, provided a brief on the background of the meeting and highlighted the expectations. One objective of the meeting was to address matters arising from the 9th JBCC meeting (e.g., the simplified procedures for the clearance of local community residents, sensitization/awareness campaigns for private sector stakeholders). A second objective was to update the status of operationalization of the Namanga OSBP and populate a project monitoring report. This report is to detail the current status of the OSBP for presentation to the 8th Namanga JTC meeting to be held on 8th-9th November 2017 in Arusha.

IV. Matters Arising from the Minutes of the 9th Namanga JBCC Meeting

9. Matters arising from the 9th Namanga JBCC meeting include the following:

a) Finalization of the Simplified Border Procedures for the Local Communities for Presentation to the 8th JTC Meeting

The meeting reviewed the current version of the proposed simplified procedures to facilitate the movement of the local residents. In the ensuing discussion the following matters were raised:

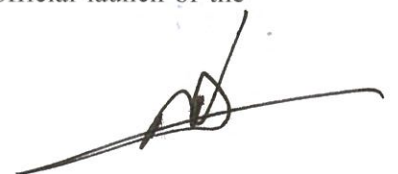
- i. The need for private sector participants in the meeting to ensure they share information with their counterparts who were not in attendance.
- ii. A suggestion to increase the radius defining border communities from 15 km to 25 km, because the main markets at Longido (Tanzania) and Bisil (Kenya) are beyond the 15 km range.
- iii. There was a suggestion that signage be installed on the Kenyan side demarcating the
- iv. radius.
- v. Immigration officers should profile local community residents and share this information with each other.
- vi. For identification and security purposes, immigration offices should develop a system to enable them to monitor the movement of local community residents.
- vii. Users of vehicles owned by local community residents from Kenya visiting the Tanzanian side should be exempt from local authority parking fees. Mr. Iwato, TRA, informed the meeting that this measure will soon be implemented.
- viii. Local curio traders from Kenya should be allowed to sell their goods on the Tanzanian side given that their main market of tourists from Kenya now stop in Tanzania for entry and exit processes. Mr. Iwato informed the meeting that this issue would be addressed and an area would be provided for these traders just outside the OSBP.
- ix. Decentralization of the issuance of animal health and movement permits was suggested. This request will be forward to the relevant agencies.

The Simplified Procedures to Facilitate the Movement of Local Communities is attached as **Annex III**.

b) Presentation of the Task Force Progress Report on the Sensitization/Awareness Campaign

The following matters were discussed under this heading:

- i. The current technical cooperation project will end in December 2017 and it will not be possible to finalize some planned activities before then, e.g., the official launch of the



OSBP, an associated road show, production of a video. These activities may need to be carried forward to the next project expected to commence in April 2017. Also, requested LCD screens cannot be provided before the video is produced (as was the case at Rusumo).

- ii. A Namanga OSBP brochure will be finalized by 17th November 2017 end of the week and will be distributed by 30th November 2017.
- iii. There will be training and sensitization/awareness workshops on the 9th and 10th November 2017, respectively.

V. Development of Project Monitoring Report–Chairman / JICA OSBP Team

10. Ms. Simba presented the Namanga Project Monitoring report template and the Chair and meeting populated it. The resulting Namanga Project Monitoring report is attached as **Annex 4**. Part F of the Project Monitoring report on Performance indicators will be completed by 20th November 2017 and shared with the JTC and the JICA OSBP Team.

VI. AOB [Other Business]

11. Regarding the removal of nontariff barriers (NTBs), the meeting requested that the two checkpoints on the Kenyan side be removed. These include one immediately after the OSBP common control zone (CCZ), which is redundant and is therefore an NTB. The first checkpoint after the OSBP CCZ should be on the fringe of the 15 km radius.

12. It will not be possible to conduct the endline time measurement survey for the Namanga OSBP by the end of the current technical cooperation project since OSBP operations did not commence until October 2017. It was proposed that this important activity be undertaken in the follow-on technical cooperation project.

VII. Closing Remarks

13. Mr. Dishon Njuguna, KRA, expressed appreciation to the participants for their contributions during the meeting. He underscored the need to hold JBCC meetings to ensure proper coordination and cooperation for the smooth running of the OSBP. The next meeting is scheduled for the first week of December 2017. Finally, he thanked JICA for its assistance and continued support.

