



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

18 August 2015
Kigali, Rwanda

Mr. Rutembesa Didier
Directorate General of Emigration and
Immigration
Republic of Rwanda

Ms. Esuvat Mollel
Ministry of East African Cooperation
United Republic of Tanzania

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating 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 fourth JTC meeting (“the meeting”) for the operationalization of the Rusumo OSBP (the first during the second phase of the OSBP technical cooperation component), held mainly on 17 August 2015, but also including a border site visit on 18 August 2015. It will be followed by the inaugural (inception) meeting of the Joint Border Coordination Committee (JBCC) for the operationalization of the Rusumo OSBP, called for by Part F of the Rusumo OSBP Operational Manual.

2. **Annex 1** to these minutes presents the meeting program, while **Annex 2** provides a list of meeting participants.

II. Opening

3. Mr. Didier Rutembesa, Director of Operations and Coordination, Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), on behalf of Mr. Anaclet Kalibata, DGIE, Rwanda, welcomed the participants to Rwanda and the meeting. He noted that the importance of the meeting. After completion of the construction of the Rusumo OSBP, it is now time to set up a committee to operationalize the OSBP. He expressed Rwanda’s commitment to this initiative and wished the meeting fruitful deliberations.

4. Ms. Esuvat Mollel, Legal Officer, Ministry of East African Cooperation (MEAC), The United Republic of Tanzania (Tanzania), on behalf of Eng. Abdillah Mataka, Assistant Director, MEAC, Tanzania, expressed thanks to Rwanda for hosting and JICA for supporting the meeting. She expressed her hope that the meeting will help to operationalize the OSBP.

5. Mr. Ryutaro Murotani, Senior Representative, JICA Rwanda Office, first introduced the new Chief Advisor to the JICA Trade Facilitation Project, Mr. Makoto Uchiyama, who took over Mr. Masahiro Kikuchi’s post as of July 2015. He noted previous important achievements such as the signing of the Rusumo OSBP operational manual. He observed that trade facilitation is at core of process of the Tokyo International Conference on International Development (TICAD), and progress in the EAC has been particularly remarkable. One major achievement has been completion of construction of the Rusumo international bridge and OSBP facilities. He expressed confidence that the deliberations and discussions of this meeting will achieve common understanding on the way forward for operationalizing the OSBP. He thanked all concerned for their efforts and wished a fruitful meeting.

6. Mr. Philip Wambugu, Director, Directorate of Infrastructure, EAC Secretariat, thanked the Government and People of Rwanda for hosting the meeting and the courtesies extended to the delegations. He noted that the EAC Secretariat sent a large delegation to the meeting to work with the governments to ensure that nothing related to regional coordination delays the operationalization of the OSBP. He observed that the operationalization OSBPs is a process that must be achieved progressively. He noted that the bridge at Rusumo is a model for regional bridge development. He further noted that the bridge at Rusumo has been the weakest link along the corridor. Therefore, Mr. Wambugu called on the committee to come up with a road map to make the OSBP operational. He informed the meeting that the OSBP Act has been ratified by four Partner States and is now in Rwanda for the final presidential assent. Further, the OSBP Regulations to operationalize the Act are heading to the Ministers of Infrastructure and next week work on regional EAC procedures will commence with a 1st regional technical committee meeting for this purpose. Also, the EAC has been working with AfDB and JICA to revise the OSBP Sourcebook based on recent developments. In addition, the EAC has been working with the Tanzania National Roads Agency (TANROADS) to see how to connect Rusumo OSBP with other infrastructure; feasibility studies of two road projects in Tanzania, Rwanda, and Burundi will commence next month to ensure linkage with the Rusumo OSBP.

7. Mr. Kenneth Bagamuhunda, Director, Directorate of Customs, EAC Secretariat, stressed the Secretariat's commitment to operationalizing the OSBP. The Secretariat has been working to integrate the OSBP within the Single Customs Territory (SCT) framework so that the two systems will mutually reinforce each other. Substantial progress has been made in operationalizing the SCT, and recent analysis indicates OSBPs will support the SCT framework. He indicated that on the Customs side most of the instruments are in place, e.g., the EAC Customs Management Act, which envisaged OSBPs, and which is premised on the Revised Kyoto Convention (RKC), which establishes global standards in the field. The Trade Facilitation Agreement of the World Trade Organization relies on the RKC for most of its scope, and it also emphasizes the need for OSBPs. He noted that some OSBPs will have unique elements that may not apply to all, and these will be fully catered for in the procedures. Finally, he thanked JICA for its continuous support. He also noted that most of the OSBPs in the EAC should be operational by 2016.

8. The bureau was then constituted. Mr. Rutembesa, Rwanda, and Ms. Mollel, Tanzania, were appointed as co-chairs. The agenda/program was then adopted, and the participants introduced themselves.

9. Mr. Bruce Winston, Team Leader, JICA OSBP Expert Team, Team Leader, reviewed the preceding activities under the OSBP operationalization project component and set out the expectations for the current meeting (i.e., finalization the terms of reference for the Rusumo JBCC, refining a draft of the action plan for the Rusumo OSBP, and reviewing a draft work plan for the JBCC for the Rusumo OSBP).

III. Updating of Progress and Action Plan

A. Updates of Progress

10. Representatives from the DGIE and TANROADS updated the meeting on progress with the development of the infrastructure at the Rusumo OSBP. Regarding Rwanda, it was reported that all Rwandan border agencies have been working since March 2015 from the new facilities provided by RTDA, with some office space left to be allocated to Tanzanian officials. Regarding the Tanzanian side, it was noted that power has been a key issue that delayed operation on the Tanzanian side, but the issue has been resolved. It is expected that water will be in the building



by the end of August 2015 and power by mid-September 2015. ICT testing will proceed after the power is available. It was reported that furniture should be supplied by the end of October 2015.

11. Mr. Wambugu, EAC, noted that the design for the Rusumo and Namanga OSBPs was based on requirements of the adjoin Partner States for operationalization, and the offices were assigned in the designs. Additional facilities may be located near the OSBPs from the Partner State's own budget. He also informed the Meeting that the Secretariat expected that Rusumo OSBP will be operationalized by November 2015, by the time of the next EAC Summit. Therefore, the most basic furniture should be fast tracked.

12. Mr. Bagamuhunda, EAC, suggested that operationalization can be started on an incremental basis based on traffic. Considering the direction of traffic, there is more activity on the Rwanda side. Operationalization of the Rwanda side could proceed before operationalization of the Tanzanian side for this reason.

13. Mr. Njaulé Mndendu, Manager, Tanzania Revenue Authority (TRA), stated that Tanzania will seek to fast track the process as much as possible. While the fast tracking of activities on the Tanzanian side is in progress, the possibility of piloting an OSBP concept for Rwandan-bound traffic may be considered.

14. Mr. Rutembesa, Rwanda, commented that considering the improvement of the facilities and the will on both sides, it is time to fast track operationalization. He urged that in November 2015, before the upcoming Summit, the OSBP should be operational on both sides.

15. It was also recommended that master plans should be developed for areas in the vicinity of the OSBP, as is currently the case on the Rwandan side.

B. Report on Roads Linking Rusumo and Kigali through the Central Corridor

16. Mr. Wambugu, EAC, reported briefly on the development of roads linking Rusumo and Kigali through the Central Corridor (Rusumo-Kayonza). He informed the meeting that with the support of the African Development bank (AfDB), the Secretariat has called for bids for consultancy services for feasibility studies and detailed designs for Lusahunga-Rusumo road (92 km) in Tanzania and Kayonza-Kigali road (70 km) in Rwanda. He noted that currently the Secretariat had finalized both the technical and financial evaluation of the bids and AfDB was expected to issue its no-objection for contract negotiations and signing by the end of the following week, and the services are expected by the end of September 2015. AfDB has already committed to lead in the mobilization of resources of construction works for the two roads to improve connectivity through the Rusumo border post. He informed the meeting that the Central Corridor has already been substantially developed apart from the sections to be improved, which will be fast tracked.

C. Updating of the Action Plan

17. The meeting then proceeded to update the action plan that was last agreed at the 3rd JTC Meeting at Kigali in November 2014. The updated action plan is attached as **Annex 3**. In the updating, another round of joint training for facilitation agents was requested. In addition, an awareness program targeting government leaders at the regional level and up to the ministerial level was suggested.

IV. Finalization of the Terms of Reference for the Rusumo Joint Border Coordination Committee for Operationalization of the OSBP

18. The JICA OSBP Team presented the draft terms of reference (TOR) for the JBCC, to guide its activities in operationalizing the OSBP. The meeting thoroughly discussed the draft TOR and prepared a final version as presented in **Annex 4**.

V. Discussion and Preparation of the Draft Work Plan for the Rusumo Joint Border Coordination Committee

19. The JICA OSBP Team presented a draft work plan for the Rusumo JBCC, which was discussed by the meeting. The work plan is considered necessary to provide a common approach for operationalizing the OSBP. The revised draft, to be further refined by the inaugural meeting of the JBCC, is presented in **Annex 5**.

VI. Summary of Recommendations of the Meeting

20. The meeting agreed that:

- (i) the OSBP to be operational **by November 2015, before the upcoming EAC Summit**;
- (ii) operating hours be aligned as soon as the OSBP is operational;
- (iii) master development plans be formulated for areas in the vicinity of the OSBP;
- (iv) the two states consider using the previous border facilities to accommodate agencies not located within the new OSBP facilities;
- (v) another round of joint training for facilitation agents be considered; and
- (vi) an awareness program targeting regional government leaders and up to the ministerial level be considered.

VII. Closing Remarks

21. Mr. Philip Wambugu, Director, Directorate of Infrastructure, EAC Secretariat, observed that the day was well spent. This region is one of the highest in terms of the cost of doing business, largely because of transport and border post constraints. Addressing these constraints will increase the attractiveness of the region for investment. The EAC Secretariat is pleased that at the end of the meeting a time-bound action plan was developed to address many of the relevant issues. In addition, he observed that the outstanding issues of water, power, and furniture on the Tanzanian side have been largely resolved.

22. Mr. Winston, speaking on behalf of Mr. Makoto Uchiyama, Chief Advisor, JICA Trade Facilitation Project Team (who had another commitment), expressed gratitude to all participants for their active participation in the meeting. He observed good progress and stated that hopefully OSBP operations will begin in a few months. He expressed his confidence that the meetings this week will yield tangible results by having common understanding through the establishment of the JBCC and agreed work plan for smooth OSBP operationalization. Finally, he stated that the project remains committed to continued support for these undertakings.



23. Ms. Esuvat Mollel, Legal Officer, Ministry of East African Cooperation (MEAC), made closing remarks. She thanked all participants for their cooperation. She expressed her hope that all concerned would complete the necessary activities to make the OSBP operational within the agreed timeframe.

24. Mr. Didier Rutembesa, Director of Operations and Coordination, Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda, declared the meeting a success. Most notably, it agreed on a timeline for OSBP operationalization. Finally, he stated that it will be important to ensure that the vision expressed is sustainable.





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FOR
OPERATIONALIZATION OF THE RUSUMO OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

15 February 2016
Dar es Salaam, Tanzania

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

Mr. Ruzibiza Steven
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. A fourth JTC meeting was held in August 2015. In addition, a series of five joint border coordination committee (JBCC) meetings were held between August 2015 and February 2016. These meeting minutes are for the fifth JTC meeting ("the meeting") for the operationalization of the Rusumo OSBP (the second during the second phase of the OSBP technical cooperation component).

2. **Annex 1** provides a list of meeting participants.

II. Opening

3. Eng. Abdillah Mataka, Assistant Director (Economic Infrastructure), Ministry of Foreign Affairs, East African, Regional and International Cooperation, The United Republic of Tanzania (Tanzania), welcomed the participants to the meeting. He noted that more than one year has passed since completion and handover of the OSBP facilities from the Government of Japan to the Governments of Tanzania and Rwanda, but the OSBP concept has not been realized so far. Considering that the upcoming EAC Summit of Heads of State will take place at the end of this month, he expressed his hope that the meeting will make policy recommendations that will enable operationalization of the Rusumo OSBP imminently. He wished the meeting fruitful deliberations.

4. Mr. Ruzibiza Steven, Head Border Operations, Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), offered a vote of thanks to Tanzania for hosting the meeting, which will ensure that the Rusumo OSBP is made operational. He also thanked JICA for its support for this important project. He stated that the meeting should result in the long-awaited outcome of operationalization of the Rusumo OSBP.

5. Mr. Kuniaki Amatsu, Senior Representative, JICA Tanzania Office, expressed his hope that the meeting will accomplish tangible results by having a common understanding on the way forward for smooth operationalization of the OSBP. He recalled that in the Tokyo International Conference on African Development (TICAD) IV Yokohama Action Plan, the Government of Japan expressed its target of expanding support for OSBPs in Sub-Saharan Africa, and has been actively pursuing this target at various borders, including Rusumo (and Namanga). Finally, he noted the exciting news from the 5th JBCC meeting held on 11 February 2016 that operationalization of the Rusumo OSBP will commence on 25 February 2016.

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6. Mr. Arnold Nkoma, Border Management Expert, Directorate of Customs and Trade, East African Community (EAC) Secretariat, on behalf of the Secretary General, EAC, highlighted two new regional projects: (i) a USD 3.5 million regional interconnectivity project spearheaded by Customs to assure that all stakeholders will be connected with a single system hosted by the EAC Secretariat; and (ii) a project in conjunction with COMESA to prepare a single regional customs bond framework. In addition, he noted that the EAC OSBP Act has been assented to by the Presidents of all EAC Partner States and the gazetting process is now underway, the EAC OSBP Regulations will be presented to an upcoming meeting of the EAC Council of Ministers, and work on an EAC OSBP procedures manual is underway, to be followed by regional capacity building for OSBP operationalization.

7. The bureau was then constituted. Mr. Mataka, Tanzania, and Mr. Ruzibiza, Rwanda, were appointed as co-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 preceding activities under the OSBP operationalization project component and set out the expectations for the current meeting (i.e., updating of progress and the action plan, monitoring of the operation of the OSBP, discussion of preparation of video(s) for training and promotion, presentation of a summary of the mid-term review of the overall JICA trade facilitation project).

III. Updating of Progress and Action Plan

A. Updating of Progress

9. Representatives from the JBCC (i.e., Mr. Ally Lyana, Acting Rusumo Customs Manager, TRA, and Mr. Ruzibiza Steven, Head Border Operations, DGIE) reported the recommendations of the 5th JBCC meeting held on 11 February 2016. The minutes of the 5th JBCC meeting are attached as **Annex 3**. The JTC agreed to adopt the recommendations of the JBCC meeting, including the holding of an extraordinary JBCC meeting on 19 February 2016 to assess readiness for commencement of operationalization of the OSBP, with a target date of 25 February 2016. The meeting also that the flying of the respective national flags and the displaying of the respective presidential portraits should follow EAC protocol.

10. The meeting highlighted the importance of addressing the issue of connectivity for Immigration agencies of the two sides, which is necessary to achieve the goal of operationalization on 25 February 2016. The meeting agreed that the respective lead agencies will coordinate a visit of ICT experts from the headquarters of DGIE, TRA, and Tanzania Immigration to Rusumo by 18 February 2016 to identify and rectify outstanding issues so that the OSBP can be operationalized commencing on 25 February 2016. The meeting also agreed that any necessary equipment will be procured by the respective lead agencies.

B. Updating of the Action Plan

11. The meeting updated the action plan that was last agreed at the 4th JTC meeting at Kigali in August 2015, with reference to the minutes of the 5th JBCC meeting. Ms. Penina Simba, Regional Consultant, JICA OSBP Team, facilitated this updating. The updated action plan is attached as **Annex 4**.

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IV. Monitoring of the Operation of the Rusumo OSBP

12. Mr. Sydney Chibbabbuka, Regional Consultant, JICA OSBP Team, presented a proposed format to monitor the operationalization of the Rusumo OSBP (presented in **Annex 5**). 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. Comments included the following: (i) if the document needs to be signed, the Commissioner General of TRA should be the signatory for Tanzania, as the lead agency; (ii) the sheet may follow the terminology of the draft OSBP Regulations; (iii) there is a need for funding of missing infrastructure; (iv) regarding immigration, the terms “processing” and “clearing” (of travellers) may both be used (“processing/clearing”); (v) regarding the question on the number of travellers crossing the border, the need to include freight/passenger vehicle drivers, and the need to include the word “conveyances”; (vi) the need to cover sanitation and waste management (in Part A on construction); (vii) the possibility of using generic terms that cover all facility requirements; (viii) regarding the question on the number of goods declarations, the need to include “transfers”, i.e., intra-EAC trade; (ix) regarding the question on joint controls (covering both goods and travellers), it should be clarified whether the controls are on all goods or specific goods; and (x) the importance of the complementary impact (endline) time measurement survey to be conducted at Rusumo, to cover both time and cost impacts. It was stressed that the tool is for monitoring OSBP operations in general rather than the operations of each specific agency. The meeting agreed to adopt the draft monitoring tool, subject to incorporation of the suggestions for improvements. TRA and DGIE will submit comments to the JICA OSBP Team by 29 February 2016, and JICA OSBP Team will finalize the tool by 10 March 2016.

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

13. Mr. Wolfgang Salia, Manager – SCT and OSBP Coordination, TRA, assisted by Mr. Winston, JICA OSBP Team, presented the results of the Midterm Review of the Project on Capacity Development for International Trade Facilitation (i.e., the overall JICA Trade Facilitation Project). Topics covered included relevance (very high), effectiveness (relatively high), efficiency (relatively high), impacts (moderate), and sustainability (relatively high). Finally, recommendations were offered. It was clarified that the presentation relates to the entire project, covering three components (not just OSBP operationalization), and five countries (not just covering Rwanda and Tanzania). The PowerPoint of the presentation is provided as **Annex 6**.

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

14. Ms. Kyoko Yoshikawa, Training/Awareness Raising Specialist, JICA OSBP Team, presented a concept for production of two types of videos, one for training (Video A) and another for users/public relations (Video B). The findings of the 5th JBCC meeting were reported (paragraph 17 of Annex 3). The meeting strongly agreed that Video A is important. Regarding Video B, a preference was expressed for a video for OSBP users (Option 2), although the meeting noted the difficulty of showing the video to users in the OSBP clearance hall since most would prefer to go directly to counters rather than stopping to watch a video. Instead, the video could be shown at bus stations and on long-distance buses equipped with video monitors. In addition, the meeting agreed that it would be helpful to show the video at DGIE/Tanzania Immigration headquarters and in the district headquarters in which the OSBP is located. A poster, banner, billboards, and/or leaflets could be provided at the border. The meeting adopted these recommendations. The PowerPoint of the presentation is provided as **Annex 7**.

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VII. Summary of Recommendations of the Meeting

15. The meeting agreed:

- (i) to adopt the recommendations of the 5th JBCC meeting, including the holding of an extraordinary JBCC meeting on 19 February 2016 to assess readiness for commencement of operationalization of the OSBP, with a target date of 25 February 2016 for commencement of operationalization;
- (ii) that the flying of the respective national flags and the displaying of the respective presidential portraits should follow EAC protocol;
- (iii) that the respective lead agencies will coordinate a visit of ICT experts from the headquarters of DGIE, TRA, and Tanzania Immigration to Rusumo by 18 February 2016 to identify and rectify outstanding issues so that the OSBP can be operationalized commencing on 25 February 2016, and any necessary equipment will be procured by the respective lead agencies;
- (iv) to adopt the draft monitoring tool, subject to incorporation of the suggestions of the meeting for improvements – TRA and DGIE will submit any further comments to the JICA OSBP Team by 29 February 2016, and the JICA OSBP Team will finalize the tool by 10 March 2016; and
- (v) that the video for OSBP users could be shown at public places other than the OSBP itself, e.g., at immigration and district headquarters, on buses.

VIII. Closing Remarks

16. Mr. Arnold Nkoma, Border Management Expert, Directorate of Infrastructure, EAC, on behalf of the Secretary General, EAC, observed that the meeting achieved its objectives. He emphasized the importance of ICT and interconnectivity, but noted that these are relatively minor issues. He expressed appreciation for the monitoring tool that has been created. Specifically, he urged the project team to measure time savings from implementation of the OSBP. In addition, he expressed appreciation for the strength of the Rusumo JBCC in identifying and resolving implementation issues. Finally, he noted the importance of pushing forward on 25 February 2016, as planned.

17. Eng. Abdillah Mataka, Assistant Director, Economic Infrastructure, Ministry of Foreign Affairs, East African, Regional and International Cooperation, Tanzania, thanked all participants for their cooperation and commitment. Through this spirit, he expressed confidence that the OSBP will be operationalized by 25 February 2016. He urged follow up agency by agency to assure achievement of this aim.

18. Mr. Ruzibiza Steven, Head Border Operations, DGIE, Rwanda, thanked all participants. He assured the meeting that DGIE is ready to do the needful to ensure operationalization of the OSBP, which will serve not only Rwanda and Tanzania, but also countries beyond. Finally, he observed that collective efforts are required to achieve this objective.

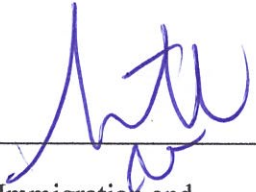
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MINUTES
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UNDER
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FACILITATION IN THE EASTERN AFRICAN REGION

7 October 2016
Kigali, Rwanda



Mr. Didier Rutembesa
Directorate General of Immigration and
Emigration
Republic of Rwanda



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

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases 1 and 2), including a technical cooperation project component for operationalization of the Rusumo and Namanga 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. A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. A fourth JTC meeting was held in August 2015 and a fifth RTC meeting was held in February 2016. In addition, a series of 12 joint border coordination committee (JBCC) meetings have been held between August 2015 and October 2016, including two extraordinary JBCC meetings. These meeting minutes are for the sixth JTC meeting (“the meeting”) for the operationalization of the Rusumo OSBP (the third during the second phase of the OSBP technical cooperation component).

2. **Annex 1** provides a list of meeting participants.

II. Opening

3. On behalf of the Director General, Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), Mr. Didier Rutembesa, Director of Operations and Coordination, DGIE, observed that construction of the Rusumo OSBP was completed in November/December 2015, the OSBP was operationalized in March 2016, and the OSBP was officially launched by the two Heads of State in April 2016. He noted that during the launch the two Heads of State expressed their wish that the facilities increase cross-border movements. Mr. Rutembesa informed the meeting that traffic through the OSBP is currently about 1,800 people and 200 trucks per day. Mr. Rutembesa then officially opened the meeting.

4. Eng. Abdillah Mataka, Assistant Director (Economic Infrastructure), Ministry of Foreign Affairs and East African Cooperation, The United Republic of Tanzania (Tanzania), welcomed the participants to the meeting. He mentioned that JICA support has enabled the Rusumo OSBP to be one of the first in the region to become operational. He stated that the task of the meeting is to critically consider how to improve the performance of the OSBP in delivering the desired service levels. One challenge moving forward is to ensure that the OSBP operates 24/7. He wished the meeting fruitful deliberations.

5. Mr. Hiroyuki Takada, Chief Representative, JICA Rwanda Office, noted that at the sixth Tokyo International Conference on African Development (TICAD VI), held in Nairobi, JICA committed to contributing to the acceleration of African development. He stated that the completion of the Rusumo OSBP and international bridge is a key achievement under the TICAD framework providing lessons for the operationalization of OSBPs elsewhere in Africa. He noted that main topics to be discussed in this meeting will be important for ensuring the smooth operation of the Rusumo OSBP.

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6. The bureau was then constituted. Mr. Rutembesa, Rwanda, and Eng. Mataka, Tanzania, were appointed as chair and co-chair, respectively. The agenda/program (**Annex 2**) was then adopted, and the participants introduced themselves.

7. Mr. Bruce Winston, Team Leader, JICA OSBP Expert Team, reviewed the preceding activities under the OSBP operationalization project component and set out the expectations for the current meeting (e.g., updating of progress and monitoring, planning of the endline time measurement survey, approval of the OSBP video for training purposes).

8. Eng. Mataka referred to the summary of recommendations from the previous JTC meeting held in February 2016 in Dar es Salaam and the meeting confirmed that they were implemented.

III. Updating of Progress and Action Plan

A. Updating of Progress

9. Representing the JBCC, Mr. Ally Lyana, Acting Rusumo Border Manager, Tanzania Revenue Authority, presented the JBCC work plan for the OSBP (**Annex 3**). He informed the meeting that the work program has been substantially completed. As noted, the OSBP was operationalized on 1 March 2016 and officially launched on 6 April 2016. The meeting recommended that a continuous agenda item of the JBCC be reviewing its work program, and the JBCC should include new activities focused on improving performance of the OSBP (e.g., challenges related to firefighting capacity). Mr. Sydney Chibbabbuka, Regional Consultant, JICA OSBP Team, noted that the monitoring report can fulfil this function.

B. Monitoring Results and Action Plan

10. Mr. Chibbabbuka presented the results of the initial monitoring report prepared for the Rusumo OSBP at the 10th JBCC meeting on 7 October 2016, based on the template approved by the 5th JTC meeting on 15 February 2016 (see **Annex 4** for the version revised during the current meeting). Key issues identified in the monitoring report included (i) increasing awareness of OSBP operations, (ii) enhancing the technical knowledge of border officers on OSBP operations, (iii) enhancing the capacity to deal with fire emergencies at the OSBP, (iv) addressing the shortage of operational equipment, and (v) maintaining a stable supply of electricity.

11. The discussion specifically identified the following issues (among others): (i) the need for reliable firefighting equipment considering the number of fuel trucks crossing the border; (ii) the need for transport to facilitate the commuting of officers between the two sides; (iii) the need for improved staff accommodation at the border; and (iv) the need for proper planning for joint verification.

12. It was clarified that waste management is not an issue, and that the vehicle provided for JICA for enforcement should be made available for staff commuting from side to side.

13. It was clarified that the data provided in response to the question of the monitoring report on goods declarations should include empty trucks.

14. The meeting agreed that activities that have not yet been completed be included in an updated JBCC action plan. Specifically, the meeting agreed that the JBCC should consider outstanding items as new activities for follow-up implementation.

15. To make the monitoring report more effective and action-oriented, the meeting revised the monitoring report to show responsible parties and timing (**Annex 4**). This revised report format will serve as the new template for the JBCC to report progress on OSBP operations.

IV. Planning of the Endline Time Measurement Survey

16. Mr. Koichiro Tamura, Border Management Specialist, JICA OSBP Team, presented on the planning of the endline time measurement survey, including the background, the baseline survey, the details of the endline survey (e.g., implementation plan, planned tasks), impact evaluation (e.g., objective, items, to measure, with and without project comparison). Items to be considered include the timing of implementation, target and scope, factors that may affect traffic, and other data. **Annex 5** provides his PowerPoint presentation.

17. It was agreed that: (i) the endline time measurement survey will be undertaken in mid-January 2017, with preparatory activities undertaken before that (e.g., the procurement process); (ii) the lead agencies at Rusumo will provide monthly data on goods and people passing through the OSBP by direction, and other data requested in a questionnaire to be prepared by the JICA OSBP Team; and (iv) the officers of the respective border agencies will be actively involved in the survey process.

18. Mr. Tamura stated that while the survey will be an endline survey under the current OSBP project component, impact surveys may be undertaken again by the respective governments in the following years, building on the Excel-based methodology developed in the survey. The survey data format and methodology will be transferred to the counterparts, for use in subsequent impact surveys.

V. Approval of the OSBP Video for Training Purposes

19. Ms. Kyoko Yoshikawa, Training/Awareness Raising Specialist, JICA OSBP Team, introduced the video made for training purposes, which was prepared in close collaboration with the JBCC, and which included shooting/reshooting and editing at various junctures reflecting detailed comments by the JBCC. She observed that the process presented a good opportunity for border officers to clarify the detailed, agreed OSBP procedures. **Annex 6** provides her PowerPoint presentation.

20. The meeting then viewed the video and made the following comments:

- (i) It was suggested that the video show the case of person(s) denied entry. The JICA OSBP Team commented that some brief trainers' notes may be prepared to accompany the video and cover additional issues if required.
- (ii) It was suggested that a video for sensitization could be prepared. It was explained that the JBCC decided to focus on a training video because sensitization for users will be addressed by other components of the sensitization program
- (iii) It was suggested to use appropriate background music from Rwanda and Tanzania. It was also suggested to use the EAC anthem at the beginning and end of the video.
- (iv) There was some concern whether female travelers should be shown being checked by male port health officers. The image of a male traveler being checked by a male port



health officer should replace the image of a female traveler checked by a male port health officer.

21. The meeting approved the video subject to consideration/reflection of the comments listed above.

VI. Other Sensitization Tools

22. The meeting approved the frequently asked questions (FAQs) and general guidelines for OSBP operations prepared under the auspices of the JBCC, for uploading on the websites of border agencies and distribution in brochures. The meeting requested that JICA support translation of these two documents into Kinyarwanda and Kiswahili.

VII. Summary of Recommendations of the Meeting

23. The meeting agreed that activities that have not yet been completed be included in an updated JBCC action plan. Specifically, the meeting agreed that the JBCC should consider outstanding items as new activities for follow-up implementation. A revised report format will serve as the new template for the JBCC to report progress on OSBP operations.

24. Regarding the endline time measurement survey, the meeting agreed that:

- (i) the survey will be undertaken in mid-January 2017, with preparatory activities (e.g., the procurement process) undertaken before that;
- (ii) the respective lead agencies at Rusumo will provide monthly data on goods and people passing through the OSBP by direction, and other data requested in a questionnaire to be prepared by the JICA OSBP Team;
- (iii) the officers of the respective border agencies will be actively involved in the survey process; and
- (iv) the survey data format and methodology will be transferred to the counterparts, for use in subsequent impact surveys.

25. The meeting approved the training video subject to consideration/reflection of the comments listed above.

26. The meeting approved the frequently asked questions (FAQs) and general guidelines for OSBP operations prepared under the auspices of the JBCC, for uploading on the websites of border agencies and distribution in brochures. The meeting requested that JICA support translation of these two documents into Kinyarwanda and Kiswahili.

VIII. Closing Remarks

27. Mr. Yoko Konishi, Project Coordinator, JICA Project Team on Capacity Development for International Trade Facilitation in the Eastern African Region, observed that good progress was made during the meeting. She expressed her expectation that the time measurement survey rigorously document the impacts of the OSBP, with the support of the two Partner States.

28. Eng. Abdillah Mataka, Assistant Director, Economic Infrastructure, Ministry of Foreign Affairs and East African Cooperation, Tanzania, thanked all participants for their contribution

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[Signature]

and commitment, leading to a series of recommendations to improve performance of the Rusumo OSBP. He requested the JBCC members to follow-up implementation of the recommendations in their respective sectors. He observed that the time release survey will add value for future JICA support to the two Partner States.

29. Mr. Didier Rutembesa, Director of Operations and Coordination, Directorate General of Immigration and Emigration (DGIE), Rwanda, expressed appreciation for the active participation of the two Partner States and the continued support from JICA.

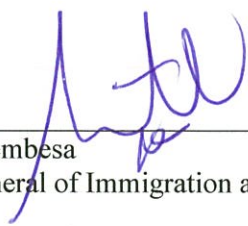
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MINUTES
OF
THE SEVENTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE RUSUMO OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

24 April 2017
Kigali, Rwanda



Mr. Didier Rutembesa
Directorate General of Immigration and
Emigration
Republic of Rwanda



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

I. Background

1. Responding to requests from the governments of the Partner States of the East African Community (EAC), in December 2013 the Japan International Cooperation Agency (JICA) exchanged signatures on records of discussions (with each participating Partner State) for the Project on Capacity Development for International Trade Facilitation in the Eastern African Region (JICA Trade Facilitation Project), covering Phase 3 components of the preceding Project on Capacity Building for the Customs Administrations of the Eastern African Region (Phases 1 and 2), including a technical cooperation project component for operationalization of the Rusumo and Namanga 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. A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. A fourth JTC meeting was held in August 2015; a fifth JTC meeting was held in February 2016, and a sixth JTC meeting was held in October. In addition, a series of 12 joint border coordination committee (JBCC) meetings have been held between August 2015 and March, 2017, including two extraordinary JBCC meetings. These meeting minutes are for the seventh JTC meeting (“the meeting”) for the operationalization of the Rusumo OSBP (the fourth during the second phase of the OSBP technical cooperation component).

2. **Annex 1** provides a list of meeting participants.

II. Opening

3. On behalf of the Directorate General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), Mr. Didier Rutembesa, Director of Operations and Coordination, DGIE, welcomed the participants to Rwanda. He commended the joint work by Tanzania and Rwanda, under JICA support, in the successful implementation of Rusumo OSBP. He noted that the objective of this meeting is to assess the progress of Rusumo OSBP and he wished for fruitful deliberations and officially opened the meeting.

4. Eng. Abdillah Mataka, Assistant Director (Economic Infrastructure), Ministry of Foreign Affairs and East African Cooperation, The United Republic of Tanzania (Tanzania), welcomed the participants to the meeting. He thanked Rwanda for their warm welcome and thanked JICA for their efforts in this project. He also thanked the Rusumo OSBP JBCC for their work in making Rusumo an exemplary operational OSBP in the region. He urged JBCC and JICA Team to resolve all outstanding issues by the end of the project, such as installation of street lights and sufficient parking for safety, security and efficiency of the OSBP. He wished for fruitful deliberations.

5. Mr. Takashi Okuyama, Program Advisor in charge of Economic Infrastructure, JICA Rwanda Office, greeted all participants. He noted that the three main objectives of this meeting are to provide feedback on Time Measurement Survey, to update action plans, and to discuss continuity of the OSBP component of JICA Trade Facilitation Project. He also mentioned the OSBP Sourcebook Launch Workshop held in Kigali in March 2017. He wished for fruitful discussions and showed confidence that their successful work in implementing OSBP at Rusumo will remain a strong motivation for other border posts.

6. Mr. Munyampundu Evariste, Trade Facilitation Expert, EAC Secretariat, on behalf of the Secretary General, thanked the Rwandan government and people for their generosity in



hosting this meeting. He outlined the development of OSBP related activities in the region and emphasized the need for secure, efficient, well-controlled border posts and encouraged the participants to take action for Africa's economic growth. He thanked JICA for their support in Africa's trade facilitation efforts and wished for fruitful deliberations.

7. The bureau was then constituted. Mr. Rutembesa, Rwanda, and Eng. Mataka, Tanzania, were appointed as chair and co-chair, respectively. The agenda/program (**Annex 2**) was then adopted, and the participants introduced themselves.

8. Mr. Koichiro Tamura, Border Management Specialist, JICA OSBP Team, reviewed the recommendations of the previous meeting and set out the expectations for the current meeting (e.g., reporting, review and validation of Time Measurement Survey; updating of Monitoring Report and discussion of action points; discussion of actions toward sustainable operation of the Rusumo OSBP).

III. Reporting of Time Measurement Survey

A. Results of the Time Measurement Survey at the Rusumo OSBP

9. Mr. Tamura presented the process and results of the Time Measurement Survey which was conducted by Transport Logistics Consultants (TLC) at the Rusumo OSBP, including rationale, objectives, and detailed methodology. Major findings from the survey include:

- (i) Significant decrease in border crossing time from 5 hours 10 minutes to 2 hours 20 minutes in westbound cargos and from 50 minutes to 18 minutes for travellers on average total dwell time.
- (ii) Daily average of commercial vehicle traffic is 149 in westbound direction and 144 in eastbound direction, which is more than double the figures in the baseline survey.
- (iii) Possible need for continuous improvement and peak time management to address growing demand, further sensitization for non-resident users, and area demarcation
- (iv) Enhancement of universal access and social care
- (v) Increase of border population
- (vi) Asymmetrical impact on business
- (vii) Need for consideration of border area development for mutual benefits of public and private stakeholders

10. A presentation of the report is attached as **Annex 3**.

B. Discussion of the Time Measurement Survey at the Rusumo OSBP

11. The meeting suggested to have one concise Final Rusumo OSBP survey report with details supporting clear recommendations for actions. The meeting agreed to collect comments on the survey results by 1st May 2017 to allow the survey team to respond accordingly to finalize the draft.

- (i) A suggestion was made to add standard deviation in the survey results.
- (ii) Results of this survey should provide reference data to be used by JTC/JBCC to continue improving the performance at the Rusumo OSBP.
- (iii) Particularly in Rwanda positive reaction was observed in response to sensitization activities supported by JICA in the border area. However, as many still report lack of



- familiarity with OSBP, continuing sensitization activities initiated by JBCC should be considered.
- (iv) Clarification was given on background of endline survey, noting that the focus of the survey was on processes at the border. That is why the survey did not observe processes at inland container depots.
 - (v) Some negative perceptions from the border community towards the Rusumo OSBP concern local economic development rather than OSBP procedures themselves. Local governments and agencies in charge of economic activities should be involved for a comprehensive development in the border area.

IV. Updating of Monitoring Report and Discussion of Action Points

17. Representing the JBCC, Mr. Polycarp Lashau, Manager of the Rusumo OSBP, TRA Rusumo, together with Mr. Tamura, gave an overview of the current status of the Rusumo OSBP and the updates on monitoring report. Major issues discussed are as follows:

- (i) Lack of security lights past the bridge to Tanzania: TRA has already prepared the cost estimate and will implement in this Fiscal Year 2017-2018.
- (ii) Access roads and gates: The meeting proposed to include the improvements for the gates and roads in the proposed detailed design of Lusahunga-Rusumo-Kayonza Road, which is ongoing under the EAC framework.
- (iii) Generator capacity for Rwanda needs to be upgraded to provide power to the entire OSBP in Rwanda. It was suggested that the upgrade should be done in FY2017-2018.
- (iv) Supply of water: Water is now available in both facilities, with occasional water pressure issues in Tanzania.
- (v) Waste disposal: Rusumo OSBP has no incinerator for processing waste. This needs to be addressed in conjunction with the local governments.
- (vi) Signage: Signage panels inside the facilities have been installed, facilitating the flow of travellers.
- (vii) Fire safety: The Rusumo OSBP facilities have no protection against fire. As a temporary measure trucks could be encouraged to be equipped with fire extinguishers, but firefighting systems should be provided immediately.

18. Rwanda informed the meeting that it is ready to operate 24/7 at the Rusumo OSBP. On Tanzanian side TRA as the leading agency is consulting with all stakeholders including the private sector on how to commence the 24/7 operation.

19. The updated project monitoring report is attached as **Annex 4**.

V. Update on the EAC OSBP Training Curriculum

20. Mr. Munyampundu outlined the development of OSBP related activities in the region in the past few years and noted the recent adoption of the new OSBP Regulations. OSBP Training Curriculum was drafted on 22-24 March 2017 in Kigali, and a meeting is scheduled to be held on 16-19 May 2017 in Kampala, Uganda to develop OSBP training material. Also several workshops are being planned for sensitization of stakeholders on OSBP documents.

VI. Actions towards Sustainable Operation of the Rusumo OSBP

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

April 2017: 7th JTC Meeting
June 2017: RJCC and Evaluation Meetings
July 2017: 8th JTC Meeting and Training and Sensitization
August 2017: End of Contract
(December 2017: End of JICA Trade Facilitation Project, Phase 3)

- (i) Management of JBCC meetings: The meeting agreed that JBCC meeting will take place on the first working Monday of every month, starting from May 2017. JBCC will provide schedule of meetings for the next six months. Chair is responsible for communicating for the meeting, and secretariat for taking minutes.
- (ii) JBCC will provide continuous monitoring of the OSBP operation.
- (iii) Training and sensitization plan will be developed by the JBCC. Training will include border operational management and site visits.
- (iv) Budget should be allocated for the sustainable operationalization of the Rusumo OSBP.

VII. Any Other Business

22. JICA OSBP Team presented the proposals agreed on the occasion of the 7th Namanga JTC Meeting in Arusha, Tanzania, held on 19-21 April 2017, calling for the EAC Secretariat to liaise immediately with the JICA OSBP Team for scheduling and sponsorship of the technical meeting(s) on the alignment of the draft OSBP Regional Procedures Manual in line with the approved EAC OSBP Regulations.

VIII. Recommendations

23. The meeting resolved that:

- (i) JICA OSBP Team and TLC to review the TMS.
- (ii) The lead agencies of Tanzania and Rwanda to submit comments on the survey results to JICA OSBP Team by 1st May 2017 to allow the survey team to finalize the report.
- (iii) Lead agencies to follow up with relevant authorities on outstanding issues in the Rusumo OSBP project monitoring report.
- (iv) RTDA and TANROADS to liaise with the consultants undertaking the detailed design of Lusahunga-Rusumo-Kayonza Road to consider OSBP access roads and gates improvements.
- (v) 24/7 OSBP operation at Rusumo should be commenced immediately.
- (vi) The EAC Secretariat should liaise immediately with the JICA OSBP Team for scheduling and sponsorship of the technical meeting(s) on the alignment of the draft OSBP Regional Procedures Manual in line with the approved EAC OSBP Regulations.

IX. Closing Remarks

24. On behalf of JICA OSBP Team Leader Bruce Winston, Mr. Tamura thanked the co-chairs and participants for active and productive discussions. He encouraged Rusumo OSBP to continue being the model OSBP of this region and the African continent.

25. Eng. Mataka thanked all participants for their efforts and expressed that he looks forward to having further cooperation with JICA even after the conclusion of this project. The long journey since the inception of the project has been successful with many valuable lessons.



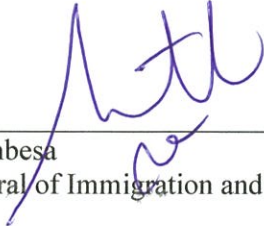
26. Mr. Rutembesa showed appreciation for JICA's support in the operationalization of the Rusumo OSBP and also wished for more cooperation in the future. This meeting was to ensure continued smooth operation of the Rusumo OSBP and also to ensure continuation of trainings of border officials. He assured JICA that efficient operation and improvement will continue at the Rusumo OSBP after the conclusion of the project. He officially closed the meeting.



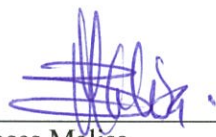


MINUTES
OF
THE EIGHTH JOINT TECHNICAL COMMITTEE MEETING
FOR
OPERATIONALIZATION OF THE RUSUMO OSBP
UNDER
THE PROJECT FOR CAPACITY DEVELOPMENT FOR INTERNATIONAL TRADE
FACILITATION IN THE EASTERN AFRICAN REGION

13 November 2017
Kigali, Rwanda



Mr. Didier Rutembesa
Directorate General of Immigration and
Emigration
Republic of Rwanda



Mr. Moses Malisa
Immigration Department
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 Rusumo and Namanga 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. A major achievement during the first phase was agreement between Rwanda and Tanzania on an operational procedures manual for the Rusumo OSBP. A fourth JTC meeting was held in August 2015; a fifth JTC meeting was held in February 2016; a sixth JTC meeting was held in October; and a seventh JTC meeting was held in April 2017. In addition, a series of 12 joint border coordination committee (JBCC) meetings have been held between August 2015 and March, 2017, including two extraordinary JBCC meetings. These meeting minutes are for the eighth JTC meeting (“the meeting”) for the operationalization of the Rusumo OSBP (the fourth during the second phase of the OSBP technical cooperation component).

2. **Annex 1** provides a list of meeting participants.

II. Opening

3. On behalf of the Director General of Immigration and Emigration (DGIE), Republic of Rwanda (Rwanda), Mr. Didier Rutembesa, Director of Operations and Coordination, DGIE, welcomed the participants to Rwanda. He commended the joint work by Tanzania and Rwanda, under JICA support, in the successful implementation of Rusumo OSBP. He noted that the objective of this meeting is to monitor the progress of Rusumo OSBP and he wished for fruitful deliberations and officially opened the meeting.

4. Mr. Moses Malisa, Assistant Superintendent, Immigration Department, The United Republic of Tanzania (Tanzania), welcomed the participants to the meeting. He thanked Rwanda for their warm welcome and thanked JICA for their continuing efforts in this project. He also thanked the Rusumo OSBP JBCC for their work in making Rusumo an exemplary operational OSBP in the region. He wished for fruitful deliberations.

5. JICA Rwanda sent a message expressing regrets for not being able to open the meeting and wished for a successful meeting.

6. Mr. Aggrey Nkondola, OSBP Project Coordinator, EAC Secretariat, on behalf of the Secretary General, thanked the Rwandan government and people for their generosity in hosting this meeting. He thanked JICA for their support in Africa’s trade facilitation efforts and wished for fruitful deliberations.

7. The bureau was then constituted. Mr. Rutembesa, Rwanda, and Mr. Malisa, Tanzania, were appointed as chair and co-chair, respectively. The agenda/program (**Annex 2**) was then adopted, and the participants introduced themselves.

III. Updating of Monitoring Report and Discussion of Action Points



8. Led by the co-chairs and supported by Ms. Penina Simba, a member of the JICA OSBP Team, updates of the Rusumo OSBP were given following the Monitoring Report. Major issues discussed are as follows:

- (i) Toilets: Both sides do not have enough facilities for staff and passengers crossing the border.
- (ii) Road: In Tanzania side, drivers are prevented from driving at night. Security is good but the road between Rusumo and Nyakanazi is very rough.
- (iii) Pedestrians: Way mark is necessary for pedestrians on Tanzanian side.
- (iv) Security light: The security light to the control zone in Tanzania is still not installed. TANROADS/TRA will be installed by March 2018.
- (v) Supply of electricity: Generator on Rwandan side is not supplying the entire facility. It needs to be checked to improve the situation.
- (vi) Firefighting equipment/water hydrant: it is necessary to equip more for the safety of users and facilities.
- (vii) Human and animal quarantine facilities: it is not installed and is a critical issue at this stage.
- (viii) Operation hours: The border operating hours for Rwanda and Tanzania at the Rusumo OSBP are running 24 hours since 2 October 2017.
- (ix) OSBP Operations Manual: EAC OSBP Manual is currently being finalized following the High-level Meeting in Kampala on 2-3 November 2017 and will go through the necessary EAC procedures to be implemented.
- (x) Electronic single window system: The electronic single window system on the Tanzania side will be implemented over two years.
- (xi) Traffic flow in the common control zone: Since 24/7 operations have started there is less congestion of trucks at the border especially on the Rwanda side. Tanzania expressed the need to deploy a customs officer at the entry gate of Rwanda. After the discussion between both sides, on the basis of the OSBP Procedures manual, the JBCC should sit and propose a way forward.
- (xii) Key Performance Indicators: Data for Key Performance will be provided from Rwanda.

9. The updated project monitoring report is attached as **Annex 3**.

10. The meeting noted that some of the recommendations indicated in the 7th JTC meeting have not been implemented. Responsible parties were urged to ensure that resolutions of meetings are implemented.

IV. Way Forward

11. The meeting resolved that:

- (i) Management of the JBCC: It should go by what was agreed on in the last meeting (7th Rusumo JTC Meeting) and meet every first working Monday of every month.
- (ii) Management of the JTC: It was agreed that meeting will be held once a year and when the need arises. Accommodation/transportation of the participants will be provided by each partner state, while the venue will be provided by the host country.



(iii) Next JTC Meeting: will be tentatively scheduled for March 2018 in Dar es Salaam, Tanzania

12. For future activities, the meeting recommended that following be provided:

- (i) Accommodation for staff at the border. This is particularly regarding the 24/7 operations.
- (ii) Expansion of roads to contain trucks and also extension of gates
- (iii) Connectivity of generator on the Rwandan side to cover the entire OSBP facility
- (iv) More patrol vehicles
- (v) Night vision tools: binoculars etc. for night patrol
- (vi) Quarantine facility (animals and human)
- (vii) CCTV cameras for security at the OSBP facilities
- (viii) Firefighting equipment
- (ix) Inspection tools for safety (rapid detection kits) for checking standards
- (x) Benchmarking (TMS)

IX. Closing Remarks

13. Mr. Rutembesa expressed appreciation for JICA's long support from 2012 until now in the development and operationalization of the Rusumo OSBP and recognized its many positive effects in the region. As the project comes to its end, he encouraged the delegates to ensure that the facility will remain well-maintained and that the OSBP will continue to be operated smoothly.

14. Mr. Malisa, on behalf of the Government of Tanzania, thanked all participants for their efforts in the meeting and expressed that he looks forward to having further cooperation with JICA even after the conclusion of this project. He thanked Rwanda for hosting the meeting.

15. Mr. Okuyama, JICA Rwanda, greeted all participants and commended them on a successful meeting. He wished for continued success for the Rusumo OSBP and further joint efforts in the future.



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

24 August 2015
Arusha (Ngurdoto), Tanzania

Eng. Abdillah M. Mataka
Ministry of East African Cooperation
United Republic of Tanzania

Mr. James Kivuva
Ministry of East African Affairs, Commerce
and Tourism
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).

2. The first phase of this technical cooperation component for OSBP operationalization was conducted from April 2014 to March 2015, while the second phase commenced in June 2015 and is scheduled to continue to August 2017. Among other activities, during the first phase of the OSBP project component, three joint technical committee (JTC) meetings and cross-border meetings were held for the operationalization of the Namanga OSBP (in July, October, and December 2014) and three sets of training was conducted at Namanga (in January, February, and March of 2015). A major achievement during the first phase was agreement between Kenya and Tanzania on an operational procedures manual for OSBPs between the two countries. These meeting minutes are for the fourth JTC meeting (“the meeting”) for the operationalization of the Namanga OSBP (the first during the second phase of the OSBP technical cooperation component), held on 24 August 2015. It will be followed by the inaugural (inception) meeting of the Joint Border Coordination Committee (JBCC) for the operationalization of the Namanga OSBP, called for by Part C of the OSBP Operational Procedures Manual for Kenya and Tanzania.

3. **Annex 1** to these minutes presents the meeting program, while **Annex 2** provides a list of meeting participants.

II. Opening

4. Eng. Abdillah M. Mataka, Assistant Director (Economic Infrastructure), Ministry of East African Cooperation, Tanzania, opened the meeting. He noted that the program is extensive but expressed confidence that the meeting can complete its work. He thanked JICA for its support. He stated that the meeting is important because it will include reviewing the action plan last reviewed at the third JTC meeting in December 2015. He asked the meeting to ensure that its recommendations can resolve all remaining challenges to the operationalization of the Namanga OSBP.

5. Mr. James Kivuva, Senior Assistant Director, Ministry of East African Affairs, Commerce and Tourism, Kenya, thanked JICA for enabling the meeting and its continued support for operationalization of the Namanga OSBP. With the planned institutional structures, he expressed confidence that operationalization of the Namanga OSBP will proceed.

6. Mr. Kiyonori Matsushima, Project Formulation Advisor, JICA Kenya Office, first introduced the new Chief Advisor to the JICA Trade Facilitation Project, Mr. Makoto Uchiyama, who took over Mr. Masahiro Kikuchi’s post as of July 2015. He has visited the region many times and serves as a trainer at the Customs Training Institute of Japan Customs in Kashiwa (Chiba), Japan. He noted previous important achievements such as the signing of the Namanga OSBP operational manual and associated training. He observed that trade facilitation is at core of process of the Tokyo International Conference on African Development (TICAD), and progress in the EAC has been particularly remarkable. The next TICAD meeting will be held in

Nairobi in August 2016, and the Namanga OSBP may be showcased at this meeting. Last but not least, he expressed his appreciation to various participating parties.

7. The bureau was then constituted. Eng. Mataka, Tanzania, and Mr. Kivuva, Kenya, were appointed as co-chairs. The agenda/program was adopted, and the participants introduced themselves.

8. Mr. Bruce Winston, Team Leader, JICA OSBP Expert Team, reviewed the preceding activities under the OSBP operationalization project component and set out the expectations for the current meeting (i.e., finalization the terms of reference for the Namanga JBCC, refining a draft of the action plan for the Namanga OSBP, and reviewing a draft work plan for the JBCC for the Namanga OSBP). He explained the necessity for such a bilateral committee, as called for by Part C of the OSBP operational procedures manual between Kenya and Tanzania to ensure joint coordination of operations. He also noted the relatively successful case of the Chirundu OSBP, which has been supported by such a committee from the pre-launch phase to present.

III. Updating of Progress and Action Plan

A. Updates of Progress

9. Representatives from the Tanzania National Roads Agency (TANROADS) and the Kenya Highways Authority (KeNHA) updated the meeting on progress with the development of the infrastructure at the Namanga OSBP. Regarding the Tanzanian side, it was reported that construction of the OSBP facilities was completed in January 2015. Issues regarding water supply and the procurement of the furniture remain to be resolved. Regarding the Kenyan side, it was reported that an extension to 14 May 2015 was provided to the contractor due to a delay in relocation of residents; but to date most of the works have been completed, with the main building and verification sheds not yet completed. Overall progress is about 90%. The facility will be handed over by the contractor to KeNHA by 30 September 2015.

10. Ms. Florence Mutua, County Executive Committee Member from Kajiado County in charge of Trade, Tourism, and Co-operatives, observed that a parking area of 4 acres (1.6 ha) has been allocated. Areas for drilling boreholes have been earmarked to address water supply issues. She also noted that they are in the process of constructing a market at Namanga. Capacity building to assist local traders is being implemented. They would like to request space in the OSBP control zone on both sides for traders to display their wares.

B. Updating of the Action Plan

11. The meeting then proceeded to update the action plan that was last agreed at the 3rd JTC Meeting at Namanga in December 2014. The updated action plan is attached as **Annex 3**.

IV. Finalization of the Terms of Reference for the Namanga Joint Border Coordination Committee for Operationalization of the OSBP

12. The JICA OSBP Team presented the draft terms of reference (TOR) for the JBCC, to guide its activities in operationalizing the OSBP. The meeting thoroughly discussed the draft TOR and prepared a final version as presented in **Annex 4**.

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V. Discussion and Preparation of the Draft Work Plan for the Namanga Joint Border Coordination Committee

13. The JICA OSBP Team presented a draft work plan for the Namanga JBCC, which was discussed by the meeting. The work plan is considered necessary to provide a common approach for operationalizing the OSBP. The revised draft, to be further refined by the inaugural meeting of the JBCC, is presented in **Annex 5**.

VI. Summary of Recommendations of the Meeting

14. The meeting agreed that:

- (i) MEAC Tanzania and SDEAA to write the EAC Secretariat by **31 August 2015**, requesting the EAC Secretariat to expedite the procurement of ICT equipment and furniture, to be completed by **31 October 2015**;
- (ii) a JTC meeting to be held in **November 2015**, to review progress in procurement of ICT equipment and furniture;
- (iii) the Tanzanian facility to be occupied, by **30 November 2015**; and
- (iv) subject to the provision of water, power, ICT equipment, and furniture on both sides, the OSBP to be operational by **15 January 2016**.

VII. Closing Remarks

15. Mr. Uchiyama, JICA Trade Facilitation Project Team, presented closing remarks. He expressed gratitude to all participants for their active participation in the meeting. He observed that JICA has been providing support for the Namanga OSBP, construction, operationalization and capacity building. He expressed his confidence that the meetings this week will yield tangible results by having common understanding through the establishment of the JBCC and agreed work plan for smooth OSBP operationalization. Finally, he stated that the project remains committed to continued support for these undertakings.

16. Eng. Mataka, Tanzania, expressed satisfaction with the work of the meeting updating the Namanga OSBP action plan, finalizing the terms of reference for the Namanga OSBP JBCC, and refining the action plan for the Namanga OSBP JBCC. He expressed confidence that the Namanga OSBP will begin operations in the near future. He requested that the EAC Secretariat complete all necessary components (e.g., connection of optic fiber) to enable operationalization of the OSBP. Finally, he expressed concern that the defect liability period may lapse without the facility having been used.

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