



JICE - GEM Joint Conservation Project

№ 0010

1st February, 2017

Dr. Tarek Sayed Tawfik
General Supervisor of Grand Egyptian Museum

RE: Minutes of the 1st Joint Coordination Committee

Dear Dr. Tarek Sayed Tawfik,

I am pleased to extend my sincere appreciation for your continued support and cooperation for the Project.

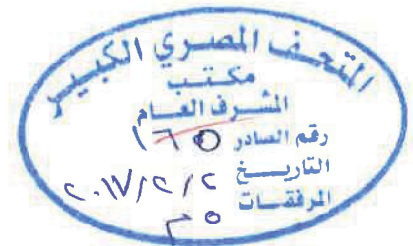
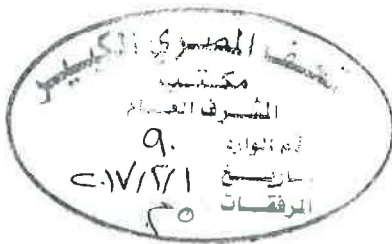
Please find the attached minutes of the 1st Joint Coordination Committee meeting, which was held on December 14th, 2016.
After confirming the content, I would like you to sign on 2 sets of the documents and return one back to the Project Office.

Thank you very much for your cooperation in advance.

Sincerely yours

Mikio NAKAMURA
Chief Advisor
Grand Egyptian Museum
Joint Conservation Project
Japan International Cooperation Center

د. طارق السيد الشئون المصرية
المراجعة والإقامة
طارق
١٧/٢/٢٠١٧



**Minutes of the 1st Joint Coordination Committee of the Grand Egyptian
Museum-Joint Conservation (GEM-JC) Project**

Date and Time: 14th December, 2016, 10:00 A.M ~ 12:00 A.M.

Venue: Le Meridien Pyramids Hotel – Meeting room

Attendants:

GEM-CC

Dr. Tarek Tawfik	General Supervisor, GEM
Dr. Hussein Kamal	General Director for Technical Affairs, GEM-CC
Mr. Mohamed Atwa	General Director of Artifacts and Information Affairs GEM-CC
Mr. Eissa Zidan	General Director of First Aid, Packing, Transportation and Condition report, GEM-CC

JICA

Mr. Naoki Mine	Deputy Director, Team 2 Urban and Regional Development Group. Infrastructure and Peace Building Department, JICA
Mr. Mizuki Matsuzaki	Senior Representative, JICA Egypt Office
Mr. Kei Sakamoto	Representative, JICA Egypt Office

Japanese Embassy in Egypt

Ms. Akie Hoshino	First Secretary, Japanese Embassy in Egypt
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GEM-JC Project

Mr. Mikio Nakamura	(GEM JC Project Office)
Ms. Akiko Nishisaka	(GEM JC Project Office)
Ms. Misako Moriyama	(GEM JC Project Office)
Ms. Riham Nabil	(GEM JC Project Office)
Mr. Moazbellah Elgabry	(GEM JC Project Office)
Dr. Yasushi Okada	(Short-time Expert)
Dr. Yasuji Kurimoto	(Short-time Expert)
Dr. Motonari Oyama	(Short-time Expert)
Dr. Nozomu Kawai	(Short-time Expert)
Dr. Yoshiko Shimazu	(Short-time Expert)
Mr. Yoji Masada	(Short-time Expert)
Mr. Hidemasa Tokuda	(Short-time Expert)
Ms. Rei Harada	(Short-time Expert)
Mr. Takahiro Miyoshi	(Short-time Expert)
Mr. Karim Sayed	Translator

GEM-CD Project

Mr. Harunobu Kobiki	Project Manager, GEM-CD Project
Mr. Isao Shimizu	Project Site Manager, GEM-CD Project

Khufu Second Boat Project

Mr. Hiromasa Kurokochi	(Khufu Second Boat Project)
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1. Opening:

Dr. Tarek started the meeting by giving welcome speech, expressing the minister's interest in GEM-JC project, then he thanked all the attendants, especially the Japanese experts, who were dispatched from Japan to participate in GEM JC Project.

Dr. Tarek said that he is optimistic for the new cooperation between Japan and Egypt, and he mentioned that the project will face some challenges like time and motivation and we will work on finding out solutions to achieve a successful joint project.

Dr. Tarek continued that GEM JC project will deal with very sensitive artifacts, most of them are from Tutankhamen collection, which need to be transported to GEM-CC safely.

Mr. Matsuzaki started his words by thanking everybody and expressed his pleasure to participate in JCC meeting to represent JICA cooperation for GEM JC project, and as JICA has more than one project, they are looking forward to have good mutual work together.

Mr. Matsuzaki continued, that the technical cooperation has new frame now by starting GEM Joint Conservation Project to conserve the targeted artifacts and developing the capacity of GEM-CC staff members.

Mr. Nakamura started his word by introducing the attendants from Japanese and Egyptian sides. Then, he added that we are on the same boat to accomplish the GEM JC project and the JCC meeting will be held at least once a year or whenever it's necessary to approve the conservation policy and work plan and also reviewing the all-over progress done by GEM JC project.

2. Presentation by Dr. Tarek about opening of GEM:

The presentation was preceded by using the slides on the screen prepared by each presenter.

Dr. Tarek made a brief presentation about GEM progress, firstly he talked about the construction mentioning that a total about 52% of the project has been completed, then about number of artifacts transported to GEM, 40,000 artifacts have been transported to labs and storerooms of GEM-CC until December 2016, including 3,203 artifacts out of 5,000 artifacts from Tutankhamen tomb.

Dr. Tarek continued mentioning about the company, which was recently selected for the Museum Display Design, Atelier Bruckner, which has a very good reputation in that field. Then he mentioned some milestone for the GEM project, such as completing concrete and steel works of the project by end of 2017, dust free by April 2017 and partial opening end of 2017 or beginning of 2018.

3. Presentation by Mr. Mohamed Atwa about “Number of Transported Artefacts from Jan to Nov. 2016”:

He firstly thanked everybody and JICA especially for their support for transportation process from April to June 2016, he showed that number of transported objects during JICA's support was 7,857, but after that they transported only 2,460 objects for five months.

4. Presentation by Dr. Hussein Kamal about “Joint Conservation Project Work Plan”:

He talked about the overall goal and the project purpose which is GEM-CC acquired a high level of skills, techniques and experience on conservation-related works, then he talked about the three outputs of the project and the monitoring by installation of capacity assessment system and project management.

He continued by talking about the project targeted artifacts, 71 artifacts comprise different kinds of materials (wood, textile and mural painting with different conditions. In addition, he talked about Conservation policy, which GEM-CC trying to implant in conservators, like the minimum intervention while dealing with objects, international charters and the importance of applying the preventive conservation principles and procedures while dealing with artifacts. Finally, he explained the project organizational structure.

5. Presentation by Mr. Miyoshi about monitoring:

Mr. Miyoshi started off his presentation by acknowledging that he and Dr. Hussein had reviewed and made the presentation together, and that after Dr. Hussein's good presentation Mr. Miyoshi would like to continue on behalf of Dr. Hussein about monitoring.

He went on explaining how all JICA project integrate a monitoring system, and that they decided to make a jointly made monitoring system bilaterally and report together to JICA, then he explained about the goal of the project within the PDM which is generally divided by 2 indicators which are the number of completely conserved artifacts and the C-CAS indicators. In other words, monitoring is for items and human resources, he then continued his presentation using the prearranged slides to explain about both indicators.

He introduced tools to use in monitoring indicating its importance and effectiveness for the project manager to be aware of all processes and in the same time can modify and coordinate work plan to deliver the project in time.



The main tools introduced included:

- Kanban board monitoring system both an analogue and digital system.
This tool is basically a board that is divided in to 3 sections: To-do, Doing, and Finished.
A very simple yet effective tool to allow the project manager to see the whole picture of the progress of work, and by utilizing the digital tools the Japanese experts in japan can follow the progress of work as well as JICA too.
- C-CAS is a tool for monitoring the development of human resources that is based on the previously implemented CAS. He added that this isn't expected to be implemented immediately, and that further discussions will be required.

6. Main points discussed:

• *The Project Implementation structure:*

- The difference between the head of group and coordinator is: the head supervises the work of the group, whereas the coordinator coordinates with the committee and other team members, shares data and arranges meetings and work.
- The committee will discuss and decide the conservation plan, however the group is the executive part of the structure and they work according to the decision of the committee.
- The project member names of the Egyptian side will be allocated according to the specific work within two days after JCC by Dr. Hussein.
- As mentioned that the member list is not confirmed yet, Dr Hussein will consider someone in this member list to be in charge of monitoring
- The function and responsibility of each group and committee will be decided and included in the work plan, and will be shared with all project members.
- Dr. Hussein will be a member in each committee, since the committee decided the conservation plan for each group.
- Dr. Bassem can join the mural paintings group as a committee member.

• *Project scope:*

- The number of target artifacts has changed to be 71 artifacts according to the list attached to work plan.
- GEM Joint Conservation Project is only for the 71 targeted artifacts, JICA also has the Capacity Development Project and the transportation capacity development issue is supported under the CD project, so other than the 71 targeted artifacts it's possible to consult with CD project, however as for this project, the expert's support will be for the target artifacts only.

- Target artifacts are divided into 3 main categories of Lead, Follow, Other. What we will do is the Lead and Follow, as for others it means that after the projects finishes completely they can use the remaining materials and utilize the transferred techniques in their work.
- The project's main focus is on Lead and Follow, so during the project duration we can't be concerned with other artifacts until Lead and Follow artifacts are done. The point is that the main priority for the project is Lead and Follow target artifacts.
- Regarding valley temple's stone relief, the transportation and conservation will be done by the Egyptian side; the Japanese and Egyptian team will draft transportation plan together.
- **Conservation policy:**
 - Further discussion about adding the preventive conservation concept to conservation policy with the Japanese expert is required to define the criteria of minimum intervention. Also, it is possible to finalize the guideline and add points according to discussion with Japanese colleagues.
 - Some modification need to be made to parts of the structure to suit preventive conservation and any further comments and ideas about the implementation structure are open to discussion later.
- **Other points clarified:**
 - Clarifying about monitoring, the purpose of the monitoring system for the artifacts is that the project manager can see a broad picture of the work progress of the designated 71 artifacts.
 - The next JCC it is scheduled to be one year later.
 - JICA has 3 other projects for GEM running at the same time, which they are trying to coordinate with and monitor together. As JCC for this project will be held a year later, during this period, should anything happen we can discuss biweekly in the GEM-JICA working regular meeting.
 - Clarifying about responsibility and risk, it will be according to the approved R/D.
 - When the member list is finalized and all modifications are complete, the work plan will be signed, then we shall share copies with all related project members.



7. Closing:

(Mr. Nakamura)

He expressed his appreciation of having the first joint coordination committee, and to everybody for their contribution. And he commented that we could confirm the policy of conservation for this project, and also confirmed the implementation structure, including the C-CAS and monitoring system with which we can control the flow of work. Also, participants agreed to share the work plan because it will contribute to better understanding of the project.

He also stated that after the meeting he would like to prepare the data of the result of this meeting and give it to Dr. Tarek for his confirmation. He expressed his pleasure to start this enormous project of humans and treasures, and thanked everybody for the arrangement to facilitate the investigation work in EM, as it made the work of taking measures and photography very smooth. Although some of the experts have already left, they were very satisfied. Moreover, he added that we are now onboard of the same boat, and we are very happy to make new history of ourselves.





JICA - GEM Joint Conservation Project

25th December, 2017

Dr. Tarek Sayed Tawfik
General Supervisor of Grand Egyptian Museum

RE: Minutes of the 2nd Joint Coordination Committee

Dear Dr. Tarek Sayed Tawfik,

I am pleased to extend my sincere appreciation for your continued support and cooperation for the Project.

Please find the attached minutes of the 2nd Joint Coordination Committee meeting, which was held on 28th November, 2017.

After confirming the content, I would like you to sign on 2 sets of the documents and return one back to the Project Office.

Thank you very much for your cooperation in advance.

Sincerely yours,

Nishisaka Akiko
Deputy Project Manager
Grand Egyptian Museum
Joint Conservation Project

**Minutes of the 2nd Joint Coordination Committee of the Grand Egyptian
Museum-Joint Conservation (GEM-JC) Project**

Date and Time: 28th November, 2017, 10:00 A.M ~ 12:00 A.M.

Venue: Le Meridien Pyramids Hotel – Meeting room

Attendants:

GEM-CC

Dr. Tarek Tawfik	General Supervisor, GEM
Dr. Hussein Kamal	General Director for Technical Affairs, GEM-CC
Mr. Mohamed Atwa	General Director of Artifacts and Information Affairs GEM-CC
Mr. Eissa Zidan	General Director of First Aid, Packing, Transportation and Condition report, GEM-CC

JICA

Mr. Mizuki Matsuzaki	Senior Representative, JICA Egypt Office
Mr. Kei Sakamoto	Representative, JICA Egypt Office

Japanese Embassy in Egypt

Mr. Hidekazu Tanaka	First Secretary, Japanese Embassy in Egypt
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GEM-JC Project

Mr. Mikio Nakamura	Project Chief Advisor
Ms. Shino Narazaki	Administration and Overseas Project Division, JICE
Ms. Akiko Nishisaka	Project Deputy Advisor
Ms. Misako Moriyama	Project Coordinator/Procurement Manager
Dr. Fumio Kirino	Conservation Science Advisor
Dr. Yasushi Okada	Technical Chief Advisor, Wood Conservation Committee
Dr. Yoshiko Shimazu	Conservation Science Deputy Advisor
Dr. Takayasu Kijima	Documentation Group
Dr. Nozomu Kawai	Documentation Group
Dr. Tomohide Matsushima	Diagnosis/Analysis team
Ms. Mamiko Yasuda	Public Relations, Tokyo University of Arts
Ms. Riham Nabil	Senior Accounting /Administrative Officer
Mr. Moazbellah Elgabry	Project Officer

GEM-CD Project

Mr. Hisashi Matsunaga	GEM-CD Project
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Khufu Second Boat Project

Mr. Hiromasa Kurokochi	Khufu Second Boat Project
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1. Opening:

Dr. Tarek made a welcome speech by expressing the Government's interest in GEM-JC project expressing and how the minister was always asking about the progress of work of GEM construction project as well as GEM-JC Project. Then he thanked all the attendants, and wished that meeting would be a fruitful one.

Mr. Matsuzaki thanked everybody and expressed his pleasure to participate in JCC meeting which represented JICA's cooperation for GEM JC Project, appreciated everyone's contribution to the progress of the project, and expressed that the purpose of the meeting was about confirming the progress of project activities.

Mr. Nakamura appreciated the attendance of everybody by acknowledging the contribution of each party. He then congratulated and appreciated JICA Office for supporting successful procurement of the X-Ray equipment that led smooth implementation of the project afterward.

2. Presentation by Dr. Tarek about opening of GEM:

The presentation was proceeded by the slide show.

Dr. Tarek made a brief presentation about general progress towards opening of GEM, while mentioning that Dr. Hussein would talk in more detail about the joint conservation project updates.

The following is the summary of Dr. Tarek's presentation.

- The construction project has advanced dramatically with 75% of the work completed of which 100% of the steel work, about 55% of the interior work, and 55% of floor paving finished.
- 4,230 artifacts had been transported and carefully stored in the labs and storerooms of GEM-CC, of which 3,000 to be displayed.
- Cooperation of JICA for the safe transportation of many of those artifacts is appreciated.
- Currently there are only 800 pieces in Tahrir museum with the work going on as scheduled.
- The restoration and conservation work for over 3,700 artifacts from the tomb of Tutankhamun are underway. They are ready to display as the designer company has finished the design of two galleries of Tutankhamun.
- The show cases will be designed by two world class companies selected by tender process.
- The mounting is being tendered out so that the pieces can be moved to its designated place once the galleries become dust-free.
- In October 2016 GEM was announced as an individual entity which facilitated decision-making on the best way of administration. In this context, a company responsible for the management and operation of GEM will be assigned. Japanese companies are encouraged to join the bidding.
- The right way of management and running of this huge museum complex has been established.



3. Presentation by Mr. Mohamed Atwa about the progress with the designing

Mr. Atwa started his presentation by thanking GEM Construction Contractor and other project staff for finishing the phase 1 of Tutankhamun galleries, Grand Stairs and Children Museum. He mentioned 100% of their design has been approved and authorized and that he would finish tendering of the mounting and showcases in a few months.

4. Presentation by Mr. Eissa Zidan about “Transportation work progress”:

Using the presentation slides he showed that GEM has database unit, first-aid unit, packing unit and preparation unit. He then elaborated on each unit's roles and how they conduct transportation activities within GEM-CC and outside GEM-CC and Cairo, transporting different kinds of artifacts from various location using techniques and equipment provided through technical cooperation of JICA. He finished his presentation by showing a table indicating numbers of artifacts that had been transported in each year.

5. Presentation by Dr. Hussein Kamal about progress of GEM-JC Project:

Dr. Hussein reviewed the activities of the project for the past year, and he started his presentation by reviewing the planned procedure of work operation, general planning, implementation and evaluation. Then he explained about technical procedures from preparation, evaluation of artifacts' current condition, first-aid conservation, packing and transportation, IPM, documentation and investigation, diagnostic analysis to conservation.

He indicated that the completion of output 1 was even faster than planned, and output 2 and 3 were still in progress and moving forward.

6. Presentation by Ms. Nishisaka on “Technical Report for Lead Objects and Proposals for Amendments to Annexes”:

Ms. Nishisaka presented the technical points, such as the equipment and instruments that ensured the safety of objects during transportation, including the X-ray device and 3D scanner which were used for documentation, as well as the anti-vibration pallets used for transportation.

She indicated that the lead objects output 1 and output 2 up to 2-1 Fumigation had been completed.

Ms. Nishisaka then elaborated on the technical challenges faced during different stages of work.



Ms. Nishisaka proposed a few amendments to be made to Annexes as follows:

- Amendment to Annex 2 (Target Artifacts); a new piece found to be a part of the object Textile 6 (Lead) must be included in the list. The new tunic found in addition to the 4 existing ones must be included in the Target Artifacts as a follow object (Textile 22) so the same way of mounting can be applied to all 5 tunics.
- The monitoring team suggests amending the indicator no.2 of the project purpose to be "A number of cases of improvement of technologies of participating professionals are reported. 3. A number of presentations made by participating professionals in national and international seminars, symposium, journals, etc."
- The current plan of operation was formulated on the assumption that the soft opening was to be held in May 2018. We need a more realistic plan as the opening is postponed and changes of transportation schedule are foreseen.
- The list of active project members has been updated.

7. Presentation by Mr. Eissa about "Future plan of transportation":

By showing slides, pictures and videos, Mr. Eissa explained how the target artifacts of GEM-JC project was packed and transported. He moved on to the future plan of transportation for the follow objects, showing the expected dates of transportation for each piece.

Transportation 1: 23rd Sept – 16th Oct (24 days)

- Bed (Toeris couch)
- Chariot (gilded)
- Textile (2 tunics and small Items)
- Inspection of Luxor Chariot

Transportation 2: 8th – 23rd Dec (16 days)

- Textile (2 Tunics)
- Chariot (15661)

Transportation 3: 15th Jan – 3rd Feb (20 days).

Wall paintings:

- GEM74788 (2 large pieces)
- GEM74786 (3 medium pieces)

Transportation 4: (Postponed from Dec. 2017)

- Chariot (15662)
- Bed (Cow-headed couch, 260)

(※ Japanese Transportation team only partially available due to a lack of 10 days in MM) Apr.-May 2018, if not later than Oct.2018)

Unpreferable date: June-Sep. because the hot weather may damage the object)

Transportation 5: (Postponed from Nov. 2017)

- Chariot (GEM45612 from Luxor)

(※ Japanese Transportation team not available)

Preferable date: Feb.-Mar. 2018, if not later than Nov.2018

Unperformable date: Mar.-Oct. because the hot weather may damage the object.

Transportation 6: (Postponed from Mar. 2018)

- Wall paintings (GEM74785, 74787, 74788)

(※ Japanese Transportation team not available)

Preferable date: Apr.-May 2018, if not later than Oct.2018)

Unpreferable date: June-Sep. because the hot weather may damage the object)

8. Main points discussed:

- **Tutankhamun Exhibition Tour:**

- 166 pieces will go on a tour to 8 countries including Japan (Tokyo, Osaka) other countries include USA, France, UK, Germany, Australia and Singapore as an international propaganda for the museum proposed by the Egyptian state.
- The tour starts in March 2018 in USA and will continue for about 3 years.
- The rest of the artifacts in the Egyptian Museum, mostly the golden pieces, do not require much conservation, so they will be moved directly for display in GEM. The 72 Project targeted artifacts will not be included to the Tour.

- **Counterparts changing issue:**

- There were some changes in staff according to structure changes in the Ministry of Antiquities. However, GEM-CC administration itself had no direct influence on this. There will be no further change concerning current staff, but there will be new staff to create new capacities in GEM.

- **Information dissemination:**

- There is quite a lot of information dissemination, however we might need to channel it and define what information goes where.
- Some of the project members from different groups are not familiar with the processes of the project and progress of other groups, so we will consider holding internal lectures within GEM-CC making frequent presentations by each group to report their progress.

- **Procurement:**

- The current process of local procurement requires someone to be in charge of procurement from each team to select and list up the required materials to be procured and to help the project office in procuring it. Therefore, the team head shall be in charge of procurement and will be responsible for assigning staff to do procurement work.

- **Public relations:**

- The importance of public relations for the project is emphasized, therefore Dr. Tarek wants to discuss with Mr. Atwa about how we should make a plan for presentation of either photos or videos to publicize the project at the time of soft opening.
- A plan will be discussed to have some lectures in universities to give them an idea about the conservation that is being done here and the project activities.
- Draft schedule of PR activities is as Annex

- **Analysis work in the project:**

The cooperation between scientists, archaeologists, and conservators is very important to achieve the best results in the analysis activities, on which the

conservation plan and policy will be based. Therefore, they shall function transversely and engage together at all stages. A framework that supports this concept is expected to be applied in GEM-CC even after the project ends.

- **Preventive conservation concept establishment:**

- The establishment of preventive conservation will require great efforts from many stakeholders and the cooperation between many parties. In GEM-CC, this concept is taking further steps to establish it completely. In preparation for the display in GEM, a division concerned with preventive conservation shall be created to supervise the displayed objects in GEM.
- To establish the concept of preventive conservation among GEM-CC conservators, the current attitudes of "conservators must do interventive conservation" has to be changed that of "the conservator shouldn't intervene unless necessary".

- **Security concerns:**

Due to recent unfortunate events of terrorism, the security measures are even more severe. Ensuring the safety of the staff and project members is very important.

- **Customs clearance:**

There is some concern about the customs clearance procedures especially for the shipments sent from Japan. Delay in customs clearance directly affects the progress of the project.

9. Closing:

Mr. Nakamura appreciated confirming the great progress achieved, mentioning that conservation will start the next year which is something we all look forward to.

He expressed his wishes to follow through with the cooperation opportunity with E-JUST and utilize this potential in diagnostics and analysis.

He finished his concluding remarks with acknowledging every body's work.





JICA - GEM Joint Conservation Project

30th December, 2018

№0204

Dr. Tarek Sayed Tawfik
General Supervisor of Grand Egyptian Museum

RE: Minutes of the 3rd Joint Coordination Committee

Dear Dr. Tarek Sayed Tawfik,

I am pleased to extend my sincere appreciation for your continued support and cooperation for the Project.

Please find the attached minutes of the 3rd Joint Coordination Committee meeting, which was held on 29th November, 2018.

After confirming the content, I would like you to sign on 2 sets of the documents and return one back to the Project Office.

Thank you very much for your cooperation in advance.

Sincerely yours,



Akiko Nishisaka

Nishisaka Akiko
Deputy Project Manager
GEM-JC Project

P.S. Wishing you a very beautiful new Year full of joy and happiness!

مدير عام الشؤون الفنية
للمراجعة والإفادَة

٢٠١٨/١٢/٣١

الأستاذ الدكتور / طارق مصطفى السيد
المفتاح
للتفويض بالتوقيع باسم المراجعة طبقاً لما تم
لأضيقاً

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