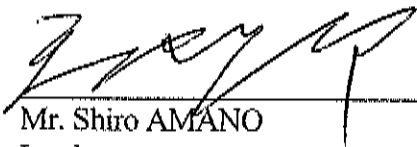


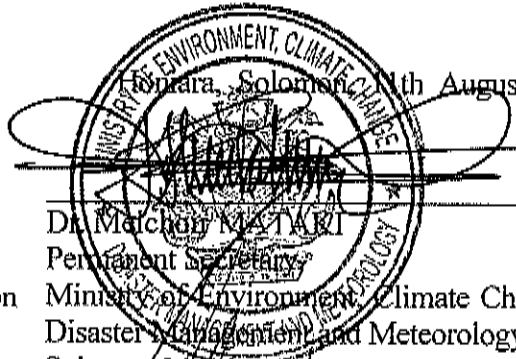
MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
SOLOMON ISLANDS
ON
JAPANESE TECHNICAL COOPERATION PROJECT
FOR PROMOTION OF REGIONAL INITIATIVE
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES
PHASE II
(J-PRISM II)


In response to the request made by the Government of Solomon Islands (hereinafter referred to as “the Solomon side”) for the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II) (hereinafter referred to as “the Project”), Japan International Cooperation Agency (hereinafter referred to as “JICA”).

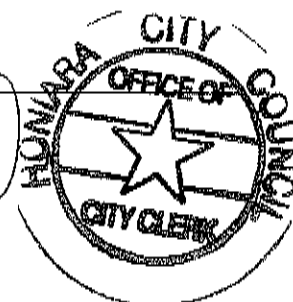
Both the Team and the Solomon side had a series of discussions and exchanged views for the purpose of working out the framework and contents of the Project.

As a result of the discussions, both sides agreed to recommend to their respective governments the matters referred to in the documents attached hereto.


Mr. Shiro AMANO
Leader,
Basic Design Survey Team for Solomon
Islands,
Japan International Cooperation Agency

Honiara, Solomon Islands 14th August 2016

Dr. Malchou MATARI
Permanent Secretary,
Ministry of Environment, Climate Change,
Disaster Management and Meteorology,
Solomon Islands


Mr. Charles KELLY
City Clerk,
Honiara City Council,
Solomon Islands



THE ATTACHED DOCUMENT

1. Integration of requests

In 2014, the Government of Japan received bi-lateral requests for technical cooperation for solid waste management from nine (9) Pacific Island Countries (PICs), specifically the Federated States of Micronesia, the Republic of Fiji, Republic of Marshal Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga and Republic of Vanuatu (hereinafter referred to as “Project Member Countries”). These requests were adopted by the Government of Japan in February 2015, and they would be integrated into one (1) regional technical cooperation project.

In respect of the above, it is agreed by both sides that:

- 1) Solomon’s bi-lateral request will be integrated into one (1) regional technical cooperation project in order to make the most of the limited available resources from Japan and to maximize overall outcomes through smooth and effective coordination of Project activities.
- 2) The Project should assist Project Member Countries in implementing the Pacific Regional Waste and Pollution Management Strategy 2016-2025 (hereinafter referred to as “Cleaner Pacific 2025”) endorsed by all the member countries of the Pacific Regional Environment Programme (hereinafter referred to as “SPREP”) in September 2015.

2. Title of the Project

Both sides agreed to change the title of the Project to “Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II)”.

3. Draft Record of Discussions

Both sides agreed on the contents of the draft Record of Discussions (hereinafter referred to as “R/D”), which defines the framework and contents of the Project, as attached in the Appendix I. After the approval of the implementation of the Project by both JICA headquarters and the Solomon side, R/D will be finalized and signed by JICA Solomon Islands office and Solomon authorities concerned. The Team explained that the attached R/D

is a draft and subject to change in the authorization process by the competent authorities of both sides.

4. Provisional schedule until the Project commencement

4.1 Signing of Record of Discussions in October 2016

4.2 Commencement of the Project in December 2016

5. Implementing structure of the project

Both sides agreed that MECDM and HCC are the implementing agency and Ministry of Health and Medical Service is the supporting agency for the project.

6. Undertaking of the Solomon side

6.1 Allocation of Personnel

The Solomon side confirmed to assign capable counterpart personnel to the Project in order to ensure the effective implementation of the Project.

6.2 Working Space

The Solomon side confirmed to secure the working space for Japanese experts during the project cooperation period.

6.3 Allocation of Budget

Both sides confirmed in principle that the followings local cost will be borne and managed by the Solomon side.

- a. Accommodation for trainings, allowances and transportation of the Solomon counterpart personnel for in-country training, seminar, and/or workshop in the Project
- b. Transportation of the Solomon counterpart personnel for the domestic business trips in the Project

6.4 Monitoring

JICA and the Solomon side will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months.

7. Other relevant issues

7.1 Selection for target provincial centers

Both sides agreed that the selection criteria are to be discussed and determined after commencement of the project.

7.2 Assistance to Project Member Countries

The Solomon side agreed that the Solomon C/Ps will continuously assist the Project Member Countries to share their knowledge and experience obtained from the Project, as it was done in the past J-PRISM project. Such assistance will include dispatch of officers and/or staff to regional/sub-regional/in-country workshops and training and acceptance of personnel from the Project Member Countries as country attachment program in the Project.

Both sides confirmed that protocol for dispatch of officers and/or staff to regional/sub-regional workshops and training, for example, dispatch request procedure or cost sharing of overseas travel expenses will be discussed and set up at regional level among JICA, SPREP and Project Member Countries within approximately one year after commencement of the Project.

Appendix I: Draft Record of Discussions (R/D)

RECORD OF DISCUSSIONS

ON

JAPANESE TECHNICAL COOPERATION PROJECT
FOR PROMOTION OF REGIONAL INITIATIVE
ON SOLID WASTE MANAGEMENT IN PACIFIC ISLAND COUNTRIES

PHASE II
(J-PRISM II)

IN

SOLOMON ISLANDS

AGREED UPON BETWEEN

THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
SOLOMON ISLANDS

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Honiara, Solomon, Date, Year

Mr. Kyoji MIZUTANI
Resident Representative,
Solomon Islands Office,
Japan International Cooperation Agency

Dr. Melchoir MATAKI
Permanent Secretary,
Ministry of Environment, Climate Change,
Disaster Management and Meteorology,
Solomon Islands

Mr. Charles KELLY
City Clark,
Honiara City Council,
Solomon Islands

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Based on the minutes of meetings on the Basic Design Survey on the Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II) (hereinafter referred to as “the Project”) signed on 11th August 2016, between authorities concerned of the Government of Solomon Islands (hereinafter referred to as “the Solomon side”) and the Japan International Cooperation Agency (hereinafter referred to as “JICA”), JICA held a series of discussions with the Solomon side and relevant organizations to develop a basic design of the Project.

Both parties agreed the basic design of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that Ministry of Environment, Climate Change, Disaster Management and Meteorology (hereinafter referred to as “MECDM”) and Honiara City Council (hereinafter referred to as “HCC”), the counterparts to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Solomon Islands.

The Project will be implemented within the framework of the the Agreement on Technical Cooperation signed on 10 September 2008 (hereinafter referred to as “the Agreement”) and framework of the Note Verbales exchanged on 18 April 2016 between the Government of Japan (hereinafter referred to as “GOJ”) and the Government of Solomon Islands.

Appendix 1: Project Description

Appendix 2: Main Points Discussed

Appendix 3: Minutes of Meetings on the Basic Design Survey

PROJECT DESCRIPTION

I. BACKGROUND

In order to assist Pacific Island Countries (PICs) in tackling problems associated with solid waste, the Government of Japan pledged its assistance to PICs in the field of solid waste management at the second Japan-Pacific Leaders' Meeting (PALM) in 2000. In response to this, the Japan International Cooperation Agency (JICA) commenced solid waste management support through technical cooperation from late 2000 for five years.

For the ten years, tangible progress had been made in several countries with the assistance of the Government of Japan and other international donor agencies; however improved management of solid waste remained an uncompleted priority in many countries.

Consequently, the Government of Japan received requests from eleven (11) PICs in 2009 for Japan's support of improved solid waste management. These PICs were the Federated States of Micronesia, the Republic of Fiji, Republic of Kiribati, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, Tuvalu and Republic of Vanuatu (hereinafter referred to as the "Project Member Countries"). These requests were adopted by the Government of Japan in April 2010 with the condition that they would be integrated into a single regional technical cooperation project.

Under the Solid Waste Management Regional Strategy and National Waste Management Plans which have been already formulated in previous cooperation, JICA has conducted "Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM)" in partnership with the responsible agencies of the waste management of each recipient countries as counterpart agencies for the purpose of establishing of proper waste management institutions in PICs, sharing the knowhow or experiences and improving the entire waste management system of the Pacific region, from February 2011 to February 2016.

At the 7th PALM in Fukushima in 2015, the Government of Japan committed to provision of further assistance to improve solid waste management in PICs. In 2015, SPREP developed the Pacific Regional Waste and Pollution Management Strategy (2016-2025) as "Cleaner Pacific 2025."

Before and during the Phase I project, successive technical cooperation programs contributed to raising capacity of local counterparts. They even became an essential resource person not only in their respective countries but also in the neighboring countries in the region, as experts or trainers.

However, to effectively and efficiently promote regional cooperation and south-south cooperation, it is expected that these human resource exchange programs would be established as a permanent system in the Pacific, not just relying on each country's initiative/effort.

The distinct situation of PICs led to the promotion of a new concept, "3R + Return", to promote waste reduction of PICs in Phase I project. Most countries in region are lacking recycling facilities and limited recycle market within the country due to the small scale of the economy.

The "3R+Return" concept would promote the proper resource recycling and appropriate treatment by exporting (returning) recyclables and difficult waste, while returning organic waste into soil for the effective utilization.

For realization of this concept, proper diversion of organic waste, effective/efficient resource recycling and appropriate disposal, within and across the region would be significant. It is still a continuous challenge among PICs to set up a “3R+Return” system. Therefore, creation and strengthening of institutional mechanisms is indispensable for promoting “3R+Return” both at national and regional level.

Under such background and circumstances, nine (9) PICs, the Federated States of Micronesia, the Republic of Fiji, Republic of Marshall Islands, Republic of Palau, Independent State of Papua New Guinea, Independent State of Samoa, Solomon Islands, Kingdom of Tonga, and Republic of Vanuatu requested technical cooperation to the Japanese Government.

II. TENTATIVE OUTLINE OF THE PROJECT

The outline of the Project will be decided through further discussions and will be finalized approximately within 1 year from the start of the Project.

1. Title of the Project

Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II)

2. Expected Goals which will be attained after implementing the Proposed Plan

<Overall Goal>

Sustainable management of solid waste in the Pacific region is enhanced based on Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025)

<Project Purpose>

(Region-wise)

Human and institutional capacity base for sustainable Solid Waste Management in the Pacific region is strengthened through implementation of Cleaner Pacific 2025.

(Country)

Institutional capacity for solid waste management is strengthened at the national and major provincial centers' level.

3. Outputs

Output 1: Organizational capacity of solid waste management in Honiara is strengthened.

Output 2: Lessons learnt in Honiara and Gizo are promoted and implemented in target

provincial centers by MECDM.

Output 3: Draft legislation of economic measures is developed by MECDM.

Detail activities of the Project are described in the Logical Framework (Project Design Matrix: PDM) (Annex I) and the Plan of Operation (Annex II).

4. Input

(1) Input by JICA

(a) Dispatch of Experts

JICA will provide the service of Japanese experts in following areas;

1) Long-term experts (Samoa base)

- Chief Advisor
- Project Coordinator

2) Short-term experts

- Solid Waste Management

JICA experts will be added as the need arises for the smooth and effective implementation of the Project.

(b) Training

Counterpart Training in Third Country and/or Japan

(c) Machinery and Equipment

Provision of equipment will be considered if necessity arises, but subject to availability of budget.

In case of importation, the machinery, equipment and other materials under II-4 (c) above will become the property of the Government of Solomon upon being delivered C.I.F. (cost, insurance and freight) to the Solomon authorities concerned at the ports and/or airports of disembarkation.

Input other than indicated above will be determined through mutual consultations between JICA and the authorities concerned of the government of Solomon Islands during the implementation of the Project, as necessary.

(2) Input by MECDM and HCC

MECDM and HCC take necessary measures to provide at its own expense:

- (a) Services of the Solomon side's counterpart personnel and administrative personnel as referred to in II-5;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Transport and travel expenses for MECDM and HCC's counterpart personnel and administrative personnel for official travel in Solomon Islands;
- (e) Information and support in obtaining medical service;
- (f) Credentials or identification cards;
- (g) Available data (including maps and photographs) and information related to the Project;
- (h) Running office expenses necessary for the implementation of the Project, such as electricity, internet connection, water and telephone;
- (i) Expenses necessary for transportation within Solomon equipment other than those listed in II-4(1) as well as for the installation, operation and maintenance thereof; and
- (j) Necessary facilitations to the JICA experts for the remittance as well as utilization of the funds introduced into Solomon Islands from Japan in connection with the implementation of the Project

5. Implementation Structure

The project organization chart and related members list are given in the Annex III, IV and V. The roles and assignments of relevant organizations are as follows:

(1) MECDM and HCC

(a) Project Director

Permanent Secretary of MECDM, as the Project Director, will be responsible for overall administration and implementation of the Project.

(b) Project Manager

Chief Environmental Office of MECDM will be responsible for the managerial and technical matters of the Project as the Project Manager.

(c) Co-Project Manager

Town clerk of HCC and Environmental Officer of MECDM will be responsible for the managerial and technical matters of the Project as the Co-Project Manager.

(3) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to MECDM and HCC on any matters pertaining to the implementation of the Project.

(4) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held at least once a year and whenever deems it necessary. JCC will review the progress, revise the overall plan when necessary, approve an annual work plan, conduct evaluation of the Project, and exchange opinions on major issues that arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex IV.

6. Project Site(s) and Beneficiaries

Honiara and target provinces

The criteria for selection of target provinces are to be discussed and determined.

7. Duration

5 years from the date of arrival of the first expert in the Project Member Countries

8. Environmental and Social Considerations

Solomon side agrees to abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF MECDM and HCC

1. MECDM and HCC will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Solomon side as a result of Japanese technical cooperation contributes to the economic and social development of Solomon Islands, and that the knowledge and experience acquired by the personnel

of Solomon Islands from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and

- (2) grant privileges, exemptions and benefits to the JICA experts referred to in II-4 above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Solomon Islands.

2. MECDM and HCC will take necessary measures to:

- (1) provide security-related information as well as measures to ensure the safety of the JICA experts;
- (2) permit the JICA experts to enter, leave and sojourn in Solomon Islands for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees.
- (3) exempt the JICA experts from taxes and any other charges on the equipment, machinery and other material necessary for the implementation of the Project;
- (4) exempt the JICA experts from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to them and/or remitted to them from abroad for their services in connection with the implementation of the Project; and
- (5) meet taxes and any other charges on the equipment, machinery and other material, referred to in II-4 above, necessary for the implementation of the Project.

3. MECDM and HCC will bear claims, if any arises, against the JICA experts resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Project, except when such claims arise from gross negligence or willful misconduct on the part of the JICA experts.

IV. MONITORING AND EVALUATION

JICA, MECDM and HCC will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months.

Also, Project Completion Report will be drawn up one (1) month before the termination of

the Project.

JICA will conduct the following evaluations and surveys to verify sustainability and impact of the Project. MECDM and HCC are required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle.
2. Follow-up surveys on necessity basis.

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, MECDM and HCC will take appropriate measures to make the Project widely known to the people of Solomon Islands.

VI. MISCONDUCT

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, MECDM and HCC will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Solomon Islands.

MECDM and HCC will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

JICA, MECDM and HCC will consult each other whenever any major issues arise in the course of Project implementation.

VIII. AMENDMENTS

The record of discussions may be amended through the minutes of meetings between JICA, MECDM and HCC. However, PO may be amended in the Monitoring Sheets.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

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Annex I : Tentative Project Design Matrix (PDM)

Annex II: Tentative Plan of Operation (PO)

Annex III: Project Organization Chart (Draft)

Annex IV: A List of Proposed Members of Joint Coordinating Committee

Annex V: A List of Counterpart Members

Annex VI: Regional PDM

Annex VII: Regional PO

MAIN POINTS DISCUSSED

1. Regional Cooperation

The Project has both in-country activities and regional activities. The details of the regional activities are summarized in the logical framework attached in the Annex VI (Regional PDM) and Annex VII (Regional PO). Each country is expected to participate/cooperate in the regional activities so as to maximize the effect of the Project.

2. Assistance to Project Member Countries

The Solomon side agreed that the Solomon C/Ps will continuously assist the Project Member Countries to share their knowledge and experience obtained from the Project, as it was done in the past J-PRISM project. Such assistance will include dispatch of officers and/or staff to regional/ sub-regional/ in-country workshops and training and acceptance of personnel from the Project Member Countries as country attachment program in the Project.

Both sides confirmed that protocol for dispatch of officers and/or staff to regional/ sub-regional workshops and training, for example, dispatch request procedure or cost sharing of overseas travel expenses will be discussed and set up at regional level among JICA, SPREP and Project Member Countries within approximately one year after commencement of the Project.

Logical Framework (Draft Project Design Matrix: PDM)

Project Title: Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II)
Implementing Agency: Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Honiara City Council (HCC)
Project Group: C/Ps of MECDM, HCC
Period of Project: 2016-2021 (5 years)
Project Site: Solomon Islands

Version 0
Dated: 11 August 2016

Project Purpose (long-term)	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>1. Sustainable management of solid waste in the Pacific region is based on Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025)</p>	<p>(Country) 1. Honiara SWM plan is revised by HCC, based on the analysis results of periodical monitoring reports of Ranadi landfill and waste collection. 2. Short-term action plans of target provincial centers are implemented through the coordination of MECDM. 3. Draft legislation of economic measures is finalized to be ready for the submission to the Cabinet.</p>	<p>(Country) 1. Honiara SWM plan 2. Monitoring reports compiled by MECDM 3. Final version of draft legislation of economic measures</p>	<p>1. Natural disaster would not drastically affect the collaboration among participating countries. 2. Political changes would not drastically affect the collaboration of participating countries.</p>
<p>2. Institutional capacity for SWM is strengthened at the national and provincial centers' level.</p>	<p>1-1. A SWM plan of Honiara City is submitted to the relevant authorities (eg. City Council). 1-2 Budget plan is reviewed based on the SWM plan. 1-3 Recommendations for necessary institutional, regulatory and fiscal arrangement are compiled. 1-4 Consensus on the SWM plan is built. 1-5 Divisions of duties and management flow on landfill operation and waste collection are set up and functioned. 1-6 Ranadi landfill and waste collection is operated based on landfill management manual and waste collection manual respectively. 1-7 Complaints about landfill operation and waste collection are reduced. 2-1 Materials for promotion of lessons learnt are distributed at least XX provincial centers. 2-2 Workshops to promote and implement lessons learnt are held at least XX times during project period.</p>	<p>1-1 Honiara SWM plan 1-2 Budget request document 1-3 Supplementary document to the solid waste management plan 1-4 Consultation meeting report 1-5 Annual corporate report (if any) 1-6 Monitoring report/record of landfill site and waste collection 1-7 Monitoring report/record of landfill site and waste collection 2-1 Training materials for provincial centers 2-2 Workshop report</p>	<p>3. Counterpart personnel keep working in the field of SWM. 4. Counterpart personnel do not leave the post without handing over the skills/ knowledge to the new staff. 5. Budget for the project activities is allocated and disbursed timely from C/P agencies.</p>
<p>3. Legislation of economic measures is developed by MECDM.</p>	<p>3-1 Feasible options of economic measures are identified through the basic study 3-2 Draft legislation of economic measures is submitted to the relevant authorities.</p>	<p>3-1 Documents of draft legislations of economic measures 3-2 Study report for economic measures</p>	

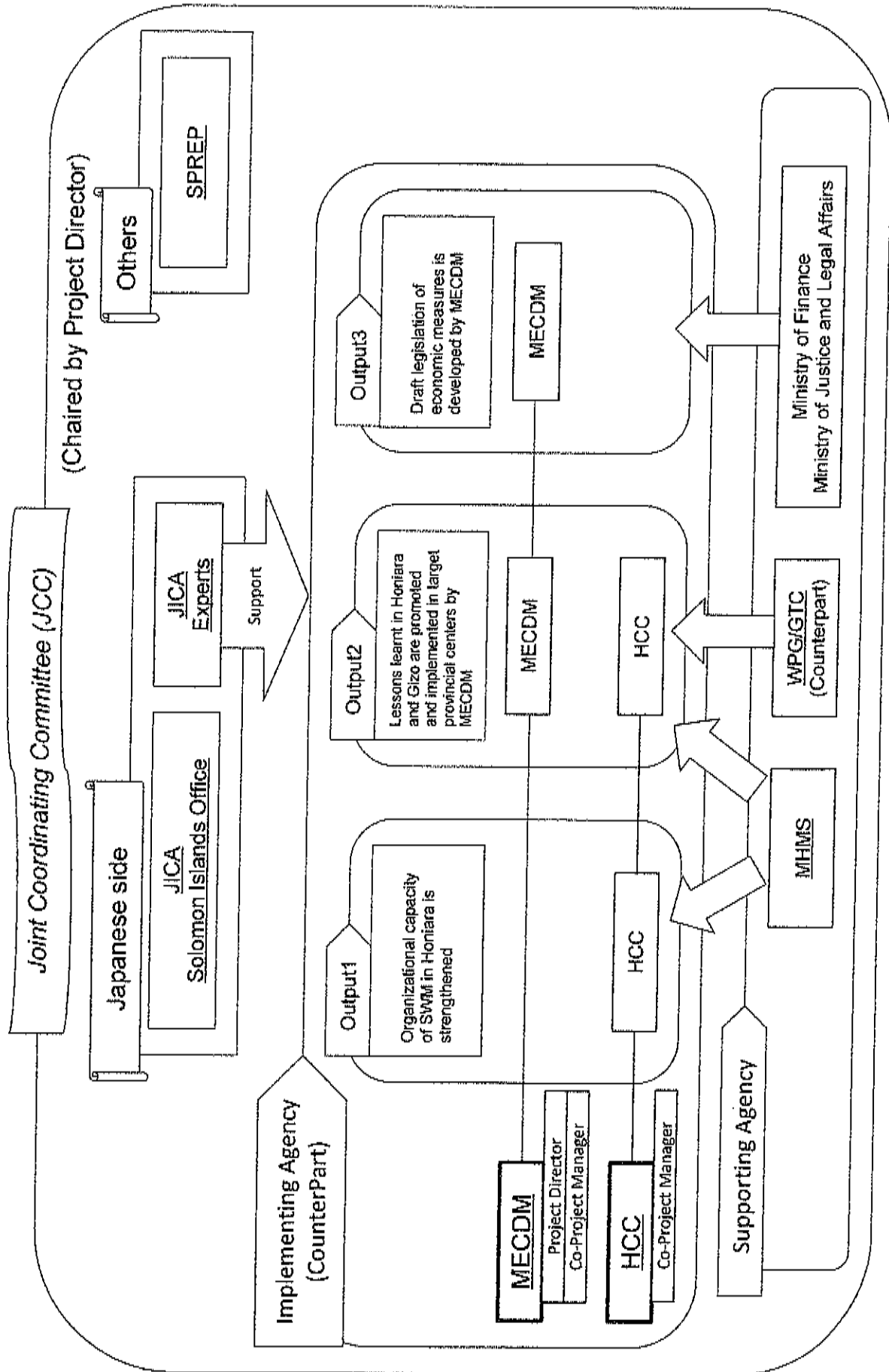
Activities	Inputs	Important Assumption
<p><Output 1> 1-1 Review the existing data and conduct supplementary survey of the current SWM situation and organizational management issues 1-2 Develop a framework of the SWM plan** 1-3 Formulate a draft SWM plan 1-4 Conduct consultation meeting to build a consensus among stakeholders on SWM 1-5 Organize a working group to discuss institutional, regulatory and financial arrangement to implement the SWM plan 1-6 Submit the solid waste management plan to the relevant authorities with recommendations for necessary institutional, regulatory and fiscal arrangement 1-7 Develop a landfill management manual and waste collection manual based on the SWM plan 1-8 Establish a monitoring system of landfill operation and waste collection 1-9 Monitor and prepare an annual monitoring report on the landfill operation and waste collection according to the landfill management and waste collection manual</p> <p><Output 2> 2-1 Review and compile lessons learnt in the field of SWM in Honiara and Gizo 2-2 Identify appropriate subjects in SWM for target provinces 2-3 Prepare workshop materials on the above subjects 2-4 Conduct in-country workshops for target provincial centers to prepare short-term action plans***, utilizing the above materials 2-5 Support and monitor target provincial centers for implementation of short-term action plans</p> <p><Output 3> 3-1 Formulate a working group consisted of the relevant authorities for developing a draft legal framework 3-2 Conduct a basic study on various options for economic measures 3-3 Compile and analyze information and data required for making a draft legislations for implementation of economic measure 3-4 Develop a draft legislation of economic measures 3-5 Conduct consultation on the above a draft legislation among the related agencies</p>	<p>The Japanese Side</p> <ol style="list-style-type: none"> 1. Dispatch of experts 2. Training 3. Local cost for the activities of experts 4. Necessary cost and equipment 	<p>The Solomon Side</p> <ol style="list-style-type: none"> 1. Allocation of counterpart 2. Office space and facilities for Japanese experts 3. Operational expenses for administrative work, transportation, training, and seminar, etc.
	<p>Pre-Conditions</p> <p>Counterpart personnel working in the field of SWM are sufficiently secured under C/P Agencies</p>	<p><Issues and countermeasures></p>

*Target provincial centers will be identified and determined once after the commencement of the project.

**SWM plan will comprehensively cover waste collector, landfill management, public awareness, institution and finance etc.

***Short-term action plans will be prepared by the target provincial centers, covering priority activities to be completed in 1-2 years within available resources.

Project Organization Chart



Handwritten initials or signature.

JOINT COORDINATING COMMITTEE (JCC)

1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC") will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To approve an annual work plan of the Project based on the Plan of Operation within the framework of the Record of Discussions;
- (2) To oversee, monitor and review the overall progress of the Project carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues that may arise during the implementation of the Project.

2. Members of the JCC

The JCC will be composed of the chair, the members and the observers. The chair may declare closed sessions against the observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

(1) Chairperson: Project Director

(2) Solomon Islands side:

- Co-Project Manager
- Representative(s) from MECDM
- Representative(s) from MHMS
- Representative(s) from HCC
- Representative(s) from Western Provincial Government
- Representative(s) from Gizo Town Council
- Representative(s) from Ministry of Finance
- Representative(s) from Ministry of Justice and Legal Affairs
- Counterparts

(3) Japanese side

- JICA Expert(s) of the Project
- Representative from JICA Solomon Islands Office

(4) Other member(s)

- Representative from the Secretariat of the Pacific Regional Environment Programme (SPREP)

Note: Official(s) of Embassy of Japan may attend the JCC meeting as observer(s). The chairperson can name new members or request the attendance of other participants, as necessary, upon mutual consent by both sides, when necessary.

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LIST OF COUNTERPART PERSONNEL OF Solomon Islands

No.	Project Position	Position	Organization	Related Output
1.	Project Director	Permanent Secretary	Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM)	All
2.	Co-Project Manager	Chief Environment Officer	Environmental Conservation Division (ECD), MECDM	Output 2 & 3
3.	Co-Project Manager	City Clerk	Honiara City Council (HCC)	Output 1 & 2
4.	Counterpart	Environment Officer	ECD, MECDM	Output 2 & 3
5.	Counterpart	Chief Health Inspector	Environmental Health Division (EHD), HCC	Output 1 & 2
6.	Counterpart	Principal Health Inspector	EHD, HCC	Output 1 & 2
7.	Counterpart	Senior Health Inspector	EHD, HCC	Output 1 & 2
8.	Counterpart	Works Manager	Works, HCC	Output 1 & 2
9.	Counterpart	Senior Works Officer, Waste Management	Works, HCC	Output 1 & 2
10.	Counterpart	Senior Works Officer, Landfill Supervisor	Works, HCC	Output 1 & 2
11.	Counterpart	Planning Officer	Western Provincial Government	Output 2
12.	Counterpart	Gizo Town Clerk	Gizo Town Council	Output 2

Note:

Counterpart personnel will be added as the need arises for the smooth and effective implementation of the Project.

Draft Project Design Matrix (PDM)

Project Title: Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II (J-PRISM II)

Implementing Agency: SPREP and 9 Countries

Target Group: 9 Countries

Period of Project: 2016 - 2021 (5 years)

Project Site: (Alphabetically) Fiji, FSM, Samoa, Solomon, Tonga, Palau, PNG, RMI, Vanuatu

Version 0

Dated 4, August, 2016

Overall Goal	Narrative Summary	Objectively Verifiable Indicators (To be discussed)	Means of Verification (To be discussed)	Important Assumption (To be discussed)
Sustainable management of solid waste in the Pacific region is enhanced based on Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025).		(To be discussed)	(To be discussed)	(To be discussed)
Project Purpose Human and institutional capacity base for sustainable Solid Waste management in the Pacific Region is strengthened through implementation of the "Cleaner Pacific 2025".		(To be discussed)	(To be discussed)	(To be discussed)
Outputs Output 1. Performance of solid waste management system of the target countries under Cleaner Pacific 2025 are timely monitored. 2. Regional cooperation is organized and promoted by utilizing regional human resource and sharing good practices in the region. 3. Capacity of disaster waste management in the target countries is strengthened. 4. Practical and sustainable 3R+Return system in the Pacific region is examined.		(To be discussed)	(To be discussed)	(To be discussed)

Activities	Inputs		Important Assumption (To be discussed)
	The Japanese Side	The SPREP/9 Countries Side (To be discussed)	
<p><Output 1> 1-1 Develop a monitoring system of solid waste management practices of the target countries in relation to the Project 1-2 Design a monitoring format of solid waste management practices which should include project implementation progress in the monitoring sheets used by J-PRSMII 1-3 Provide trainings on the above monitoring system to the counterparts of the target countries 1-4 Collect and analyze updated monitoring data from the target countries</p>	<p>1. Dispatch of experts 2. Local cost for the activities of experts</p>		
<p><Output 2> 2-1 Conduct a study on a feasible system of utilizing human resource and good practices in the region which include capacity needs assessment, regional protocol/agreement 2-2 Analyze and redesign the PIDOC database for utilizing human resource and good practices in the region 2-3 Formalize a matching system for matching recipient countries with providing countries of human resource and good practice 2-4 Evaluate applicability of cumulative good practices in the region 2-5 Implement South-South assistance/cooperation such as country attachment, study visit, and national/regional trainer dispatch programs</p>		<p>Pre-Conditions</p>	
<p><Output 3> 3-1 Develop a guideline of disaster waste management based on the original guideline developed for Fiji and experiences of Japan 3-2 Implement regional/sub-regional training on disaster waste management to disseminate the guideline</p>			
<p><Output 4> 4-1 Conduct baseline studies on recycling practices in the target countries, using the standards to be developed 4-2 Conduct a regional survey on recyclables flow in the pacific region 4-3 Study on 3R+Return system in the pacific region, for example (1) Propose a 3R+Return system in target country(s) (2) Conduct a feasibility study on the proposed 3R+Return system (3) Verify the practicability of storing inorganic waste in final disposal sites through implementing a pilot project 4-4 Publish the results of above studies, survey and pilot projects</p>			<p><issues and countermeasures></p>

