

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

To formalize the detailed design of “The Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries Phase II” (hereinafter referred to as “the Project”) through the discussion with the Government authorities concerned of the Solomon Islands (hereinafter referred to as “Solomon side”), the Japan International Cooperation Agency (hereinafter referred to as “JICA”) has dispatched the Detailed Design Survey Team to Honiara, Solomon (hereinafter referred to as “the Team”), from 6th November to 10th of November, 2017.

During the first Joint Coordinating Committee of the Project, both the Team and Solomon sides had a series of discussions and exchanged views for the purpose of working out the framework and detailed contents of the activities in Solomon Islands.

Honiara, Solomon Islands, 10th November 2017

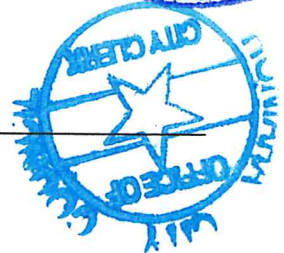


for Mr. Kyoji MIZUTANI
Resident Representative
Solomon Islands Office,
Japan International Cooperation Agency

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



Mr. Charles KELLY
City Clerk
Honiara City Council
Solomon Islands



Main Points Discussed

Both the Team and Solomon side confirmed the following in their discussions.

1. Agreement on the revised version of PDM and PO

The revised Project Design Matrix (PDM) and Plan of Operation (PO) were agreed as version one (1).

2. Additional counterpart agencies to the Project

Ministry of Environment, Climate Change, Disaster Management and Meteorology (hereinafter referred to as “MECDM”) suggested to JICA and Honiara City Council (hereinafter referred to as “HCC”) to add Ministry of Health and Medical Service (hereinafter referred to as “MHMS”) as counterpart agencies and all participants agreed on to this.

3. Allocation of the budget on implementation of Working Group Meeting and Consultation Meeting in Output 1

Regarding Working Group Meeting and Consultation Meeting in Output 1, both HCC and JICA agreed to share the cost of implementation. HCC will calculate rough budget for implementation of the meetings to be held in 2018, and advise JICA by February 2018.

4. Allocation of the budget on implementation of Material Review and In-Country Workshops in Output 2

Regarding Material Review and In-Country Workshops in Output 2, both MECDM and JICA agreed to share the costs of implementation. MECDM will calculate rough budget for implementation of the workshops to be held in 2018, and advise JICA by February 2018.

5. Recommendation to involve various sectors in discussions on waste issues at the national level

Recommendation of involvement of various sectors to discussion for solving waste issues were raised, and participation in the project’s stakeholders meetings to discuss on issues related to the project outputs were suggested.

- ANNEX I: Revised version of the Project Design Matrix**
ANNEX II: Revised version of the Plan of Operation
ANNEX III: Revised version of the Project Organization Chart
ANNEX IV: Revised version of the Counterpart list




Logical Framework (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)
Target Group: C/Ps of MECDM, MHMS, HCC, GTC, and targeted provincial government and city/town councils
Period of Project: 2017-2022 (5 years)
Project Site: Solomon Islands

Version 1

Dated: 10 November 2017


Overall Goal	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
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 (SWM) in the Pacific region is strengthened through implementation of Cleaner Pacific 2025.		(Country) 1. Activities proposed in the SWM plan are revised annually. 2. SWM activities reflecting lessons learned are practiced in at least two provincial centers during the project period. 3. Necessary actions ^{*1} are taken for legalization of selected economic measures	(Country) 1. Annual plan 2. Monitoring report of implementation of the Action Plan 3. Copy of draft instruction	1. Natural disaster would not drastically affect the collaboration among participating countries. 2. Political changes would not drastically affect the collaboration of participating countries.
Outputs 1. Capacity of Solid Waste Management of HCC is strengthened 2. Lessons learnt from the activities related to SWM in Honiara and Gizo are promoted and practiced in the targeted provincial centers ^{*2} 3. Economic measures for sustainable SWM in the SI are specified		1-1 Draft SWM plan is submitted to the city council. 1-2 Landfill management and waste collection service are carried out in accordance with the developed SWM Plan. (Numerical target indicators will be set based on the plan) 2-1 Training material is developed and revised at least once during the project 2-2 Short-term action plans are prepared in at least five provincial centers. 2-3 The short-term action plans are monitored in at least five provincial centers. 3-1 Feasible options of economic measures are identified through the basic study. 3-2 The documents necessary to legally process the economic options are prepared	1-1 Copy of draft SWM plan 1-2 Annual monitoring report 2-1 Copy of the training material 2-2 Copy of short-term action plans 2-3 Monitoring report of the action plans 3-1 Basic study report 3-2 Documents prepared	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.

SK
 CLK


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 plan³ 1-3 Organize a working group to discuss institutional, technical and financial arrangements for the SWM system in HCC 1-4 Formulate a draft SWM plan, including recommendations for the necessary arrangements based on the results of discussion in the working group 1-5 Conduct consultation meeting to build a consensus among stakeholders on the draft SWM plan 1-6 Develop a landfill operation manual based on the draft SWM plan 1-7 Monitor and prepare an annual monitoring report of the activities of SWM</p> <p><Output 2> 2-1 Review and compile lessons learnt from activities related to SWM implemented in Honiara and Gizo 2-2 Develop draft training material on SWM based on the results of 2-1 2-3 Conduct material review workshop with officers of MECDM, MHMS, HCC, and GTC to verify and finalize training material 2-4 Conduct in-country workshops for officers involved in SWM of targeted provincial centers to prepare short-term action plans⁴, utilizing the above training material 2-5 Support and monitor targeted provincial centers for implementation of short-term action plans</p> <p><Output 3> 3-1 Review the existing revenue and expenditure on SWM 3-2 Conduct a basic study on various options of economic measures applicable to the Solomon Islands to sustain SWM 3-2-1 Consider options for economic measures 3-2-2 Examine how to introduce these economic measures 3-2-3 Implement cost-benefit analysis of the economic measures 3-3 Conduct a workshop to explain the results of basic study to stakeholders and discuss various scenarios combining the economic 3-4 Conduct feasibility study on proposed scenarios for introduction of combined options 3-5 The feasible scenario for introduction of economic measures is identified 3-6 Compile produced information and data required for initiating the legal process to implement the economic measures</p>	<p>The Japanese Side</p> <p>1. Dispatch of experts 2. Training 3. Local cost for the activities of experts 4. Necessary cost and equipment</p>	<p>The Solomon Side</p> <p>1. Allocation of counterpart 2. Office space and facilities for Japanese experts 3. Operational expenses for administrative work, transportation, training, and seminar, etc.</p>
		<p>Pre-Conditions</p> <p>Counterpart personnel working in the field of SWM are sufficiently secured under C/P Agencies</p> <p style="text-align: center;">➔</p> <p><Issues and countermeasures></p>

MECDM: Ministry of Environment, Climate Change, Disaster Management and Meteorology
 MHMS: Ministry of Health and Medical Services
 HCC: Honiara City Council
 GTC: Gizo Town Council

*1: To prepare draft instruction to submit to Attorney General Office
 *2: Targeted provincial centers will be identified and determined once after the commencement of the project.
 *3: SWM plan will comprehensively cover waste collection, landfill management, public awareness, institution and finance etc.
 *4: 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.



Tentative Plan of Operation (PO)

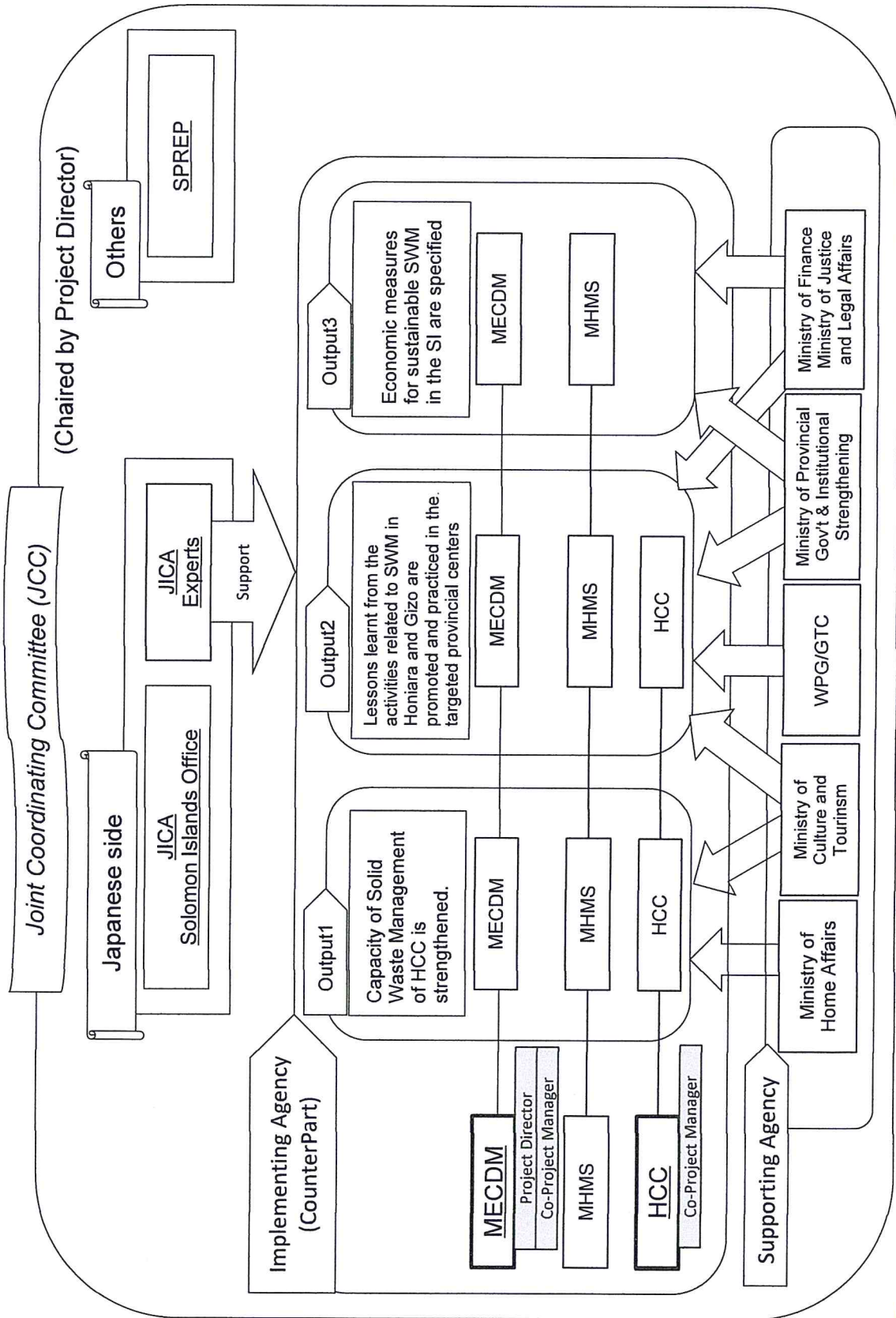
Version 1 Solomon
Dated: 10/11/2017

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

Activities	2017				2018				2019				2020				2021				2022				
	Plan	Actual	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	
Sub-Activities																									
Output 1: Capacity of Solid Waste Management of HCC is strengthened																									
1-1 Review the existing data and conduct supplementary survey of the current SWM situation and organizational management issues	Plan	Actual																							
1-2 Develop a framework of the SWM plan	Plan	Actual																							
1-3 Organize a working group to discuss institutional, technical and financial arrangements for the SWM system in HCC	Plan	Actual																							
1-4 Formulate a draft SWM plan, including recommendations for the necessary arrangements based on the results of discussion in the working group	Plan	Actual																							
1-5 Conduct consultation meeting to build a consensus among stakeholders on the draft SWM plan	Plan	Actual																							
1-6 Develop a landfill operation manual based on the draft SWM plan	Plan	Actual																							
1-7 Monitor and prepare an annual monitoring report of the activities of SWM	Plan	Actual																							
Output 2: Lessons learnt from the activities related to SWM in Honiara and Gizo are promoted and practiced in the targeted provincial centers																									
2-1 Review and compile lessons learnt from activities related to SWM implemented in Honiara and Gizo	Plan	Actual																							
2-2 Develop draft training material on SWM based on the results of 2-1	Plan	Actual																							
2-3 Conduct material review workshop with officers of MECDDM, MHMS, HCC, and GTC to verify and finalize training material	Plan	Actual																							
2-4 Conduct in-country workshops for officers involved in SWM of targeted provincial centers to prepare short-term action plans, utilizing the above training material	Plan	Actual																							
2-5 Support and monitor targeted provincial centers for implementation of short-term action plans	Plan	Actual																							
Output 3: Economic measures for sustainable SWM in the SI are specified																									
3-1 Review the existing revenue and expenditure on SWM	Plan	Actual																							
3-2 Conduct a basic study on various options of economic measures applicable to the Solomon Islands to sustain SWM	Plan	Actual																							
3-2-1 Consider options for economic measures	Plan	Actual																							
3-2-2 Examine how to introduce these economic measures	Plan	Actual																							
3-2-3 Implement cost-benefit analysis of the economic measures	Plan	Actual																							
3-3 Conduct a workshop to explain the results of basic study to stakeholders and discuss various scenarios combining the economic measures	Plan	Actual																							
3-4 Conduct feasibility study on proposed scenarios for introduction of combined options	Plan	Actual																							
3-5 The feasible scenario for introduction of economic measures is identified	Plan	Actual																							
3-6 Compile produced information and data required for initiating the legal process to implement the economic measures	Plan	Actual																							

SM
CC
[Signature]

Project Organization Chart



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ANNEX IV

LIST OF COUNTERPART PERSONNEL OF Solomon Is. (As of November, 2017)				
No.	Project Position	Position	Organization	Name
1	Project Director	Permanent Secretary	MECDM	Dr. Melchior Mataki
2	Co-Project Manager	Environment Officer	Environment and Conservation Division (ECD) MECDM	Ms. Wendy Beti
3	Co-Project Manager	City Clerk	Honiara City Council (HCC)	Mr. Charles Kelly
4	Counterpart	Deputy Director Environment	ECD, MECDM	Ms. Rosemary Apa
5	Counterpart	Wildlife Assistant	ECD, MECDM	Mr. Enoch Fa'abasu
6	Counterpart	Chief Health and Management officer	Environmental Health Service Division (EHD), Ministry of Health and Medical Services (MHMS)	Mr. Bobby Patterson
7	Counterpart	Senior Health Management Officer	EHD, MHMS,	Mr. Jimmy Hilly
8	Counterpart	Public Health Focal Point for Health Promotion	Health Promotion Division (HPD), MHMS	Mr. Kelton Sikala
9	Counterpart	Social Mobilization Officer	HPD, MHMS	Ms. Beverly Ramo
10	Counterpart	Chief Health Inspector	Environmental Health Division (EHD), HCC	Mr. George Titulu
11	Counterpart	Principal Health Inspector	EHD, HCC	Ms. Ella Rizwold
12	Counterpart	Senior Health Inspector	EHD, HCC	Ms. Christina Onahikeni
13	Counterpart	Health Inspector	EHD, HCC	Mr. Ben Abana
14	Counterpart	Senior Health Inspector	EHD, HCC	Ms. Judith Damilea
15	Counterpart	Health Inspector	EHD, HCC	Ms. Mercy Nunua
16	Counterpart	Chief health promotion	Health Promotion Division, HCC	Mr. Oliver Oli
17	Counterpart	Works Manager	Works, HCC	Mr. Eddie Diko Gaza
18	Counterpart	Senior Works Officer Waste Management	Works, HCC	Mr. Francis Fiku
19	Counterpart	Senior Works Officer Landfill Supervisor	Works, HCC	Mr. Joe Kelesi

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



