

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE SOCIALIST REPUBLIC OF VIETNAM
ON JAPANESE TECHNICAL COOPERATION PROJECT
FOR
CAPACITY DEVELOPMENT ON INTEGRATED MANAGEMENT
OF MUNICIPAL SOLID WASTE MANAGEMENT IN VIETNAM

The Japan International Agency (hereinafter referred to as “JICA”) had a series of discussions on implementation of the Technical Cooperation on the “Project for Capacity Development on Integrated Management of Municipal Solid Waste Management” (hereinafter referred to as “the Project”) with the Ministry of Construction, the Department of Construction of Hanoi People’s Committee and the authorities concerned in the Socialist Republic of Vietnam (hereinafter referred to as “the authorities concerned”).

As a result of the discussions, both of Vietnam and JICA sides agreed to the matters referred to in the documents attached hereto as a supplement to the Record of discussions (hereinafter referred to as “R/D”).

Hanoi, June 17, 2013



Mr. Mutsuya Mori
Chief Representative in Vietnam
Japan International Cooperation Agency
Japan



Mr. Cao Lai Quang
Vice Minister
Ministry of Construction
Vietnam



Mr. Le Van Duc
Vice Director General
Department of Construction
Hanoi People’s Committee
Vietnam



Mr. Nguyen Hong Tien
Director General
Administration of Technical Infrastructure
Ministry of Construction
Vietnam

The Attached Document

This document has been prepared for the better understanding of the R/D agreed upon between the Vietnamese side and JICA on the date of signing. The main items that had been discussed and agreed upon by both sides are summarized as follows.

1. Project Design Matrix (PDM) and Plan of Operation (PO)

(1) The PDM and the PO, attached respectively in Annex 1 and Annex 2, were confirmed, based on the draft version, which was the attachment in the last Minutes of Meeting signed on April 20, 2012. Only minor modifications were made as follows because the following Pre-conditions and Assumptions were already confirmed, therefore both sides agreed not to mention them in the PDM.

The following Pre-conditions and Assumption were omitted in the PDM as already confirmed;

- The policies on ISWM of the Vietnam government is not changed.
- Commitment of concerned institutions engaged in the project is secured on the preparation and implementation of ISWM.
- Appropriate personnel for related activities are assigned in concerned agencies.

(2) The PDM and PO will be used as a management tool of the Project, and the mid-term and the final evaluation of the Project will be conducted based on the PDM and the PO. For the purpose of monitoring the progress, a baseline capacity assessment will be conducted at the beginning stage so that qualitative indicators can be properly measured. Also, two blank indicators, such as "XX", will be fixed within six (6) months from the Project commencement.

(3) The PDM and PO can be revised as needed in the course of the Project implementation with mutual consent of the both sides.

2. Pilot Model Province for the Output-3

Both sides agreed that the pilot model province will be determined with mutual consent within six (6) months from the Project commencement, according to the following conditions.

- The province which does not yet have the master plan for ISWM.
- The province which has a high priority on its policies and an urgent need for ISWM.
- The province whose size of the population is small-medium, whereas the pilot model city as a large size is Hanoi.
- The province which has a positive and active attitude in participation for the Project.

3. Project Management Structure

A chart of organizational structure was also confirmed through a series of discussions as attached in Annex 3. It can be revised as needed with mutual consent of the both sides.

Under the Structure, the Project Management Unit (PMU), which consists of Project Director from Ministry of Construction (MOC) and three Project Managers from MOC, Department of

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Construction of Hanoi city (DOC) and related agency of a model province/ city, is responsible for managing the Project in cooperation with the Japanese Expert Team.

MOC, as the focal point of the Project, has the responsibility to invite representatives from relevant organizations within MOC and others, to organize PMU meetings to discuss issues related to the Project, and to share information for better implementation of the Project among the relevant agencies when necessity arises.

4. Terms of the Project Period

The duration of the technical cooperation for the Project under this attached document will be four (4) years from the arrival date at Vietnam of Chief Technical Advisor of JICA experts.

5. Responsibility of both sides

(1) Responsibility of the Vietnamese side

The Vietnamese side promised to take following measures by the time of the Project commencement.

- (a) Project Approval in the government of Vietnam,
- (b) Assignment of the counterparts and administrative personnel for the Project
- (c) Allocation of counterpart budget for the Project operation,
- (d) Provision of the Project office space.

The Vietnamese side provides office spaces equipped with telephone, internet and basic furniture for the use of the JICA Expert Team. The place of the office space will be determined by the Vietnamese side in consultation with JICA Vietnam Office.

However, due to the difficulty in arrangement of Vietnamese State budget for the first year of project, the Vietnamese side requested the Japanese side to provide rental fee for Project office for the 1st year of Project's operations.

(2) Responsibility of the Japanese side

The Japanese side promised to take following measures by the time of the Project commencement.

- (a) Allocation of the donor budget for the Project operation
- (b) Project experts to be dispatched as per scheduled in the PO.
- (e) Provision of the Project office space.

In response to the Vietnamese side's request for arranging rental fee for Project office for the 1st year of Project's operations, the Japanese side granted the request.

List of Annexes

Annex 1: Project Design Matrix (PDM)

Annex 2: Plan of Operation (PO)

Annex 3: Project Management Structure

Project Design Matrix (PDM)

Project Title: The Project for Capacity Development on Integrated Management of Municipal Solid Waste in Vietnam
 Implementing Agency: Ministry of Construction (MOC)
 Cooperating agencies: 1) Hanoi Department of Construction (Hanoi DOC), 2) Hanoi Urban Environment Company (Hanoi URENCO), 3) Model Province for output-3
 Direct Beneficiaries: Staff of the implementing and cooperating agencies, Indirect Beneficiaries: Residents of Hanoi city and model Province
 Target Areas: Hanoi city, other related Provinces including model Province
 Target waste: Municipal solid waste including ordinary solid waste generated from households, small scale productions, businesses and service activities in urban area
 Project Period: Four (4) years from 2013

Overall Goal	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Long term overall goal (super goal): Integrated solid waste management (ISWM) is established overall in Vietnam in accordance with the National Strategy on ISWM Short term overall goal (5 year after the completion of the project): ISWM system on municipal solid waste is established in accordance with the national strategy on ISWM</p>	<p>1. ISWM on municipal solid waste is implemented overall in Vietnam. 2. ISWM MP is completed overall in Vietnam.</p>	<p>1. Survey Report</p>	<p>1. The Vietnamese government maintains the policy of ISWM on municipal solid waste. 2. The Vietnamese government allocates budget and mobilize other sources for ISWM on municipal solid waste.</p>	
<p>Project Purpose:</p> <p>Capacity of municipal solid waste management (MSWM) is developed comprehensively in central and local governments.</p>	<p>1. Advanced knowledge for municipal solid waste management is enhanced in central and local governments. 2. Policy and institution are enhanced for the implementation of municipal solid waste management. 3. Plan on municipal solid waste management is prepared and implemented in Hanoi city. 4. ISWM MP is prepared in XXXX Province.</p>	<p>1. Minutes of the Meeting of Joint Coordinating Committee(JCC) 2. Project progress reports and completion report. 3. Joint project evaluation reports. 4. ISWM MP</p>	<p>1. Most counterpart staff combines working for the Project.</p>	
<p>Outputs:</p> <p>1. Capacity of MOC on management, policy-making, and support system for local government to execute the National Strategy on Integrated Solid Waste Management is enhanced, in particular for municipal solid waste management</p>	<p>1. Existing policies, legislations, guidelines, standards, etc. on municipal solid waste management are improved. 2. Existing coordination and guidance activities to local government on municipal solid waste management are improved. 3. XX times of domestic trainings and seminars are organized every year.</p>	<p>1. Project Reports</p>	<p>1. Necessary budget for related activities is secured by concerned agencies. 2. Draft master plan of ISWM of Hanoi city is prepared in the beginning stage of the project by HPC.</p>	
<p>2. DOC of Hanoi PC enhances the capacity on implementation of municipal solid waste management.</p>	<p>1. Progress of implementation of action plan for Hanoi ISWM Master Plan.</p>	<p>1. Project Reports</p>		
<p>3. Technical support capacity of MOC for preparation of ISWM Master Plan, in particular for municipal solid waste management sector, is enhanced through model Province.</p>	<p>1. The capacity status of existing SWM in the model Province is well analyzed by MOC. 2. ISWM Master Plan in particular for municipal solid waste management sector of the model Province.</p>	<p>1. Project Reports</p>		
<p>4. Advanced knowledge of central and local government officials on municipal solid waste management is acquired.</p>	<p>1. Individual action plan for improving municipal solid waste management activities is prepared by the participants of the training course in Japan. 2. Experience and information are exchanged among participants in the third country training course. 3. Training courses are organized every year.</p>	<p>1. Job report 2. Action plan</p>		

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Activities	Inputs	Outputs
1.1 Review policies, legislations, institutional framework, and standards for municipal solid waste management in central government and make recommendations if necessary.	Japan side (1) Japanese Expert 1) Chief advisor 2) Project coordinator 3) Institution, organization 4) Solid waste management 5) Database management 6) Finance management 7) Waste treatment technology 8) Environment education 9) Other experts in specific fields, if needed (2) International Training 1) Counterpart training will be conducted in Japan; ① Short term training: two times/year, 10-12 personnel ② Long term training: one time/year, 7-10 personnel (3) Equipment and Material 1) Based on necessity, equipment and materials which are required for the implementation, such as ① Environmental education & PR ② Trainings, seminars and public awareness raising activities (4) Project Cost 1) General expenditure for the activities of the Japanese experts 2) Partial costs which are required for the implementation, such as ① Environmental education & PR ② Trainings, seminars and public awareness raising activities	Vietnam Side (1) Counterpart and other Staff 1) Project Director 2) Project Managers 3) Counterpart staff in; ① MOC ② Hanoi PC ③ Hanoi DOC ④ Hanoi URENCO ⑤ DOC of model Province 4) Administrative staff for project implementation (2) Project Office, Equipment and Materials 1) Office Space for Japanese experts ① MOC ② Hanoi DOC ③ DOC of model Province 2) Equipment and materials which are required, such as Trainings, seminars etc. (3) Project Cost 1) Project costs which are required, such as ① Counterpart budget ② Trainings, seminars etc.
1.2 Review and evaluate traditional and modern technologies on treatment and management, and technical regulations on planning and constructing, and then make recommendations on criteria on selection of suitable technologies.		
1.3 Review, improve and upgrade the existing guidance for making municipal solid waste management plans and construction plans for municipal solid waste treatment facilities.		
1.4 Develop capacity of MOC to supervise and to monitor the implementation on municipal solid waste management by local governments.		
1.5 Collect data and information to be utilized for strengthening municipal solid waste management in national level, analyze it and identify problems.		
1.6 Study on investment models to be applied to the investment on construction of ISWM complex.		
1.7 Study and make guidance for formulating construction plans on inter- provincial municipal solid waste treatment complexes.		
1.8 Organize trainings and seminars to enhance proper municipal solid waste management on legal framework, management mechanism, technologies and responsibilities etc. in national level and share experiences of domestic and international practices.		
1.9 Organize conferences and workshops among experts on technical, legislative and social issues on municipal solid waste management in nationwide.		
2.1 Review the results of phase 1 Project from the sustainability point of view and also analyze Hanoi city situation as a whole system on ISWM. Identify lessons learned and make advices and recommendations.		
2.2 Make comments on the Hanoi ISWM master plan.		
2.3 Make advice and recommendations on the implementation of Hanoi ISWM master plan, including public awareness raising activities.		
2.4 Make technical advice to select the site for target ISWM complexes in accordance with Hanoi ISWM master plan, and conduct a pre-feasibility study for the selected target ISWM complex in particular for municipal solid waste part.		
2.5 Study the investment promotion for the construction of target ISWM complex, such as BOT, FFI, PPP etc.		
2.6 Learn the lessons of planning and implementation of Hanoi ISWM Master Plan in particular on municipal solid waste management.		
3.1 Implement "Capacity Assessment" for existing ISWM in the model Province.		
3.2 Provide technical assistance for the local government of the model Province on the preparation of ISWM Master Plan in particular for municipal solid waste management sector, which will be submitted to local government of selected city/province.		
3.3 Provide technical assistance for the initiation of implementing ISWM Master Plan in particular for municipal solid waste management sector.		
4.1 Conduct technical training courses in order to enhance knowledge of municipal solid waste management of central and local government officials.		
4.2 Conduct third country training course(s) in neighboring countries in order to enhance knowledge of municipal solid waste management of central and local government officials.		

Pre-Conditions

1. There is no substantial decrease in the budget for MOC, Hanoi DOC.

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Plan of Operation (PO)

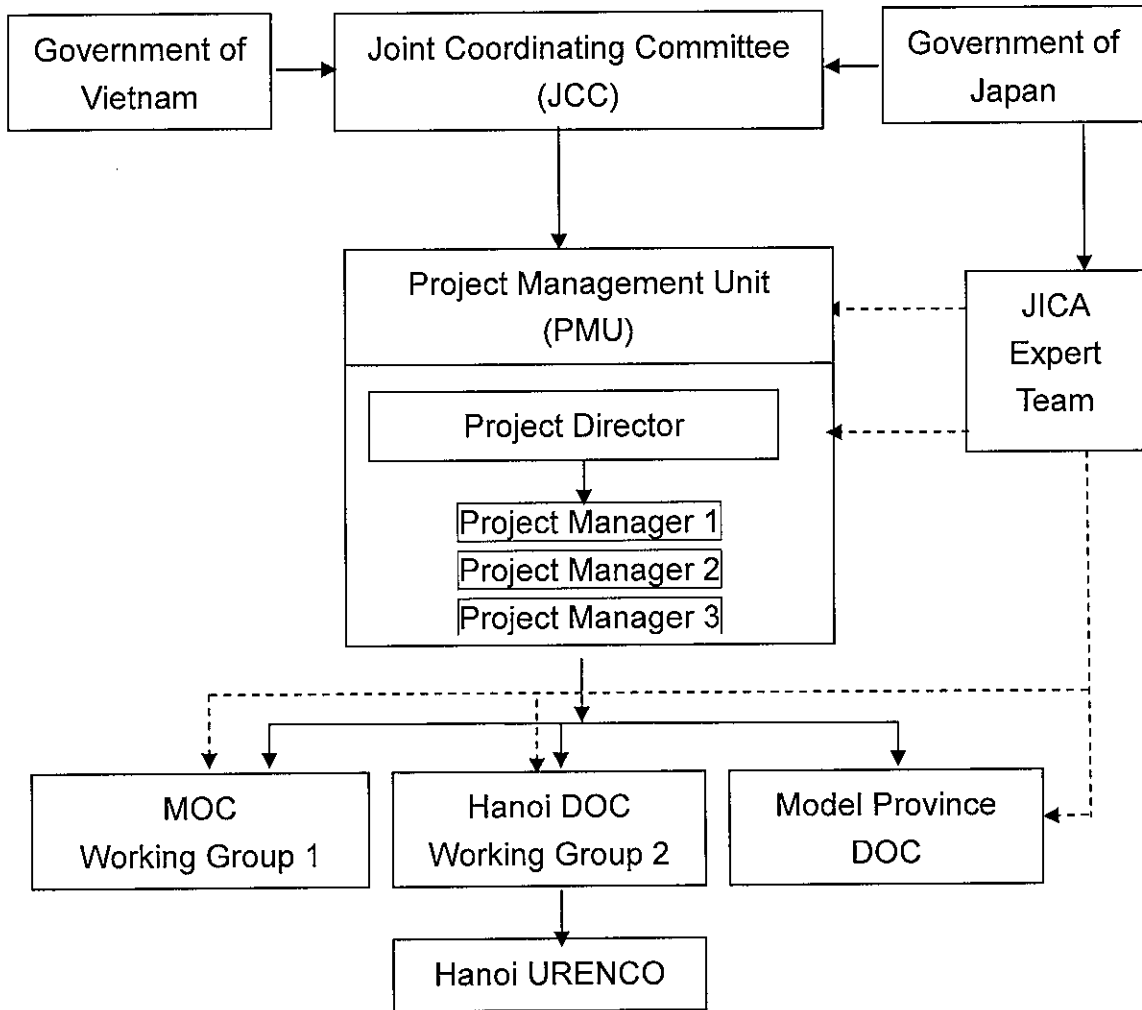
Project Title: The Project for Capacity Development on Integrated Management of Municipal Solid Waste in Vietnam
 Implementing Agencies: Ministry of Construction (MOC)
 Cooperating agencies: 1) Hanoi Department of Construction (Hanoi DOC), 2) Hanoi Urban Environment Company (Hanoi URENCO), 3) Model Province for output-3
 Direct Beneficiaries: Staff of the implementing and cooperating agencies, Indirect Beneficiaries: Residents of Hanoi city and model Province
 Target Areas: Hanoi city, other related Provinces including model Province
 Target waste: Municipal solid waste including ordinary solid waste generated from households, small scale productions, businesses and service activities in urban area
 Project Period: Four (4) years from 2013

Activities	Implementing Agencies	Cooperating Agencies	1st Year				2nd Year				3rd Year				4th Year				Major Products (proposed)
			1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
Project Schedule																			
Capacity of MOC on management, policy-making, and support system for local governments to execute the National Strategy on Integrated Solid Waste Management is enhanced; in particular for municipal solid waste management.																			
1.1 Review policies, legislations, institutional framework, and standards for municipal solid waste management in central government and make recommendations if necessary.	MOC																		Recommendation papers, for example, 1. Revision version of Decree No.59, standard of national regulations; 2. Regulations on Management of septic tank sludge; and 3. Regulations on Management of construction waste.
1.2 Review and evaluate traditional and modern technologies on treatment and management, and technical regulations on planning and constructing, and then make recommendations on criteria on selection of suitable technologies.	MOC																		1. Result of evaluation 2. Criteria on selection of technologies
1.3 Review, improve and upgrade the exiting guidance for making municipal solid waste management plans and construction plans for municipal solid waste treatment facilities.	MOC																		1. Modification of guidance for preparation of municipal solid waste management plan
1.4 Develop capacity of MOC to supervise and to monitor the implementation on municipal solid waste management by local governments.	MOC																		1. Monitoring and supervision plan of MOC 2. Monitoring and supervision report of MOC
1.5 Collect data and information to be utilized for strengthening municipal solid waste management in national level, analyze it and identify problems.	MOC																		1. Compilation/ analysed result of municipal solid waste management 2. Database
1.6 Study on investment models to be applied to the investment on construction of SWM complex.	MOC																		1. Guidance for application
1.7 Study and make guidance for formulating construction plans on inter-provincial municipal solid waste treatment complexes.	MOC																		1. Guidance for formulating of construction plan for municipal solid waste treatment facilities at inter-provincial level
1.8 Organize trainings and seminars to enhance proper municipal solid waste management on legal framework, management mechanism, technologies and responsibilities etc. in national level and share experiences of domestic and international practices.	MOC																		1. Training program
1.9 Organize conferences and workshops among experts on technical, legislative and social issues on municipal solid waste management in nationwide.	MOC																		1. Conference/workshop program
2. DOC of Hanoi PC enhances the capacity on implementation of municipal solid waste management.																			
2.1 Review the results of phase 1 Project from the sustainability point of view and also analyze Hanoi city situation as a whole system on ISWM. Identify lessons learned and make advices and recommendations.	HPC/DOC/MOC	HN URENCO																	1. Report on Lesson learned and recommendation
2.2 Make comments on the Hanoi ISWM master plan.	HPC/DOC/MOC	HN URENCO																	1. Recommendation paper
2.3 Make advice and recommendations on the implementation of Hanoi ISWM master plan, including public awareness raising activities.	HPC/DOC/MOC	HN URENCO																	1. Recommendation paper 2. Action plan
2.4 Make technical advice to select the site for target SWM complexes in accordance with Hanoi ISWM master plan, and conduct a pre-feasibility study for the selected target SWM complex in particular for municipal solid waste part.	HPC/DOC/MOC	HN URENCO																	1. F/S report
2.5 Study the investment promotion for the construction of target SWM complex, such as BOT, PFI, PPP etc.	HPC/DOC/MOC	HN URENCO																	1. Study report
2.6 Learn the lessons of planning and implementation of Hanoi ISWM Master Plan in particular on municipal solid waste management.	HPC/DOC/MOC	HN URENCO																	1. Lesson learn report
3. Technical support capacity of MOC for preparation of ISWM Master Plan, in particular for municipal solid waste management sector, is enhanced through model Province.																			
3.1 Implement "Capacity Assessment" for existing SWM in the model Province.	Province PC/DOC/MOC																		1. Capacity assessment report
3.2 Provide technical assistance for the local government of the model Province on the preparation of ISWM Master Plan in particular for municipal solid waste management sector, which will be submitted to local government of selected city/province.	Province PC/DOC/MOC																		1. ISWM Master Plan in particular for MSW for the model Province
3.3 Provide technical assistance for the initiation of implementing ISWM Master Plan in particular for municipal solid waste management sector.	Province PC/DOC/MOC																		1. Activity report
4. Advanced knowledge of central and local government officials on municipal solid waste management is acquired.																			
4.1 Conduct technical training courses in order to enhance knowledge of municipal solid waste management of central and local government officials.	MOC/ DOC	related agencies																	1. Job report 2. Action plan
4.2 Conduct third country training course(s) in neighboring countries in order to enhance knowledge of municipal solid waste management of central and local government officials.	MOC/ DOC	related agencies																	

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Project Management Structure



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