


Minutes of the Joint Coordination Committee (JCC)
For
The Project for Capacity Development on Road Maintenance in the
Independent State of Papua New Guinea

The Joint Coordination Committee for the Project for Capacity Development on Road Maintenance in the Independent State of Papua New Guinea (hereinafter referred to as “the Project”) was held on 16 December 2014, under the chairmanship of Mr. Jeffrey Mandau, Manager Operation of Plant and Transport Division (hereinafter referred to as “PTD”) and Team Leader of the Capacity Building of the Road Maintenance of Department of Works (hereinafter referred to as “DoW”). The members joining the JCC include Secretary of DoW, Representatives of Japan International Cooperation Agency (hereinafter referred to as “JICA”), Representatives of The Transport Sector Support Program (hereinafter referred to as “TSSP”), First Assistant Secretary of PTD of DoW, First Assistant Secretary of Operation Division (hereinafter referred to as “OD”) of DoW, Representative from provincial DoW offices (Morobe, Western Highlands and West New Britain) and JICA Expert Team.

Both the Papua New Guinean authorities concerned and the members agreed to make this Minutes of Meeting regarding the project, in order to confirm the mutual understandings reached through the discussion as attached hereto.

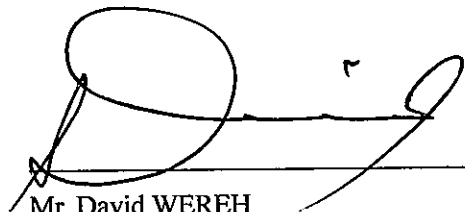
Port Moresby, 18 December, 2014



Mr. Hisashi MUTO

Team Leader

The Project for Capacity Development on Road
Maintenance in The Independent State of
Papua New Guinea



Mr. David WEREH

Secretary

Department of Works
Government of Independent State of
Papua New Guinea



THE ATTACHED DOCUMENT

The meeting was held on 16 December, 2014 at executive conference room of DoW, under the chairmanship of Mr. Jeffrey Mandau, Manager Operation of PTD and Team Leader of the Capacity Building of the Road Maintenance. Other members from JICA Papua New Guinean Office, TSSP, and DoW officials/counterparts attending this meeting (see Appendix 1 for the list of participants).

(I) The meeting consists of 8 agendas:

1. Opening of JCC
2. Introduction of Attendants
3. General Work Flow
4. Work Results and Findings
5. Pilot Project Works done
6. Proposal for next year activities
7. Conclusion
8. Closing

(II) Decisions Made

- (a) There was no objection from DoW and JICA expert team regarding the revised contents of PDM version 1.
- (b) DoW will follow the proper step of preparation including Survey, soil testing, design, test operation, construction and inspection for each pilot projects as shown in Annex 2.
- (c) DoW will start the preparation of the pilot projects from next year in January by DoW itself before JICA expert team will join.
- (d) DoW will assign full time civil engineers, surveyors and designers for the pilot project in each 4 provinces, Morobe, Western Highlands, East Sepik and West New Britain from next year in January or early next year as soon as possible.
- (e) In order to improve engineering skill of DoW especially in Design, JICA expert team will consider the allocation of proper expert during the preparation period and propose it to JICA.



Appendixes:

1. List of participants
2. Agenda of the JCC

Annexes:

1. Project Design Matrix (PDM) Version 1
2. Proposed implementation program of pilot project and Human resource development

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Appendix 1

List of Participants

| Department of Works | | |
|--|-----------------------|---|
| 1 | Mr. David WEREH | Secretary |
| 2 | Mr. Andrew BUNA | First Assistant Secretary of PTD |
| 3 | Mr. Steven PUP | First Assistant Secretary of OD |
| 4 | Mr. Jeffrey MANDAU | Manager Operation of PTD and Team Leader of the Capacity Building of the Road Maintenance. (Chairman of JCC) |
| 5 | Mr. Andy AMU | Acting Interim Provincial Civil Engineer of Morobe |
| 6 | Mr. Mathew WINDI | Provincial Works Manager of Western Highlands |
| 7 | Mr. John SITAPAI | Provincial Works Manager of Kimbe |
| 8 | Mr. Solomon PELA | Project Engineer of Morobe |
| Japan International Cooperation Agency | | |
| 9 | Mr. Daisuke HORIKOSHI | Representative |
| 10 | Mr. Naomasa KUGIMOTO | Representative |
| 11 | Mr. Pilu RAVU | Program Officer |
| The Transport Sector Support Program | | |
| 12 | Mr. Michael DALTON | Program Director of TSSP |
| 13 | Mr. Ashan NUMA | Program manager |
| 14 | Mr. Ken THOMASON | Engineer of TSSP |
| JICA Expert Team | | |
| 15 | Mr. Hisashi MUTO | Team Leader / Road Policy Advisor |
| 16 | Mr. Mikio ORIKASA | Road maintenance Engineer |
| 17 | Mr. Yukio KOHSAKA | Equipment Operation and Maintenance Engineer |
| 18 | Mr. Atsuo AKEMA | Mechanic Engineer |
| 19 | Mr. Hiroshi UEDA | Construction Supervisor / Quality Super Visor |
| 20 | Mr. Yasuo NAKADA | Public Relation / Project Coordinator |

Appendix 2

Agenda of JCC on December 16th, 2014

Date: 16 December, 2014 14:00 to 16:00

Venue: Executive Room DoW HQ

| | TIME |
|---|---------------|
| 1. Opening of JCC by Speaker/DOW | 14:00 - 14:03 |
| 2. Introduction of Attendants | 14:03 - 14:05 |
| 3. General Work Flow by JICA Team | 14:05 - 14:08 |
| 4. Work Results and Findings by JICA Team | |
| 4.1 Road Maintenance Training by Road Maintenance Expert | 14:08 - 14:13 |
| 4.2 Operator, Mechanic and Pilot Project OJT Training by Team Leader | 14:13 - 14:28 |
| 4.3 Other activities by Team Leader | 14:28 - 14:30 |
| 5. Pilot Project Works done by Each Provincial DOW | |
| 5.1 Bukawa Road Works done by Morobe DOW | 14:30 - 14:40 |
| ➤ Implementation Plan and Actual work done | |
| ➤ Work Items and Progress | |
| ➤ Works to be implementing | |
| ➤ Next year's financial plan | |
| 5.2 Mt. Kuta Road Works done by West Highland DOW | 14:40 - 14:50 |
| ➤ Implementation Plan and Actual work done | |
| ➤ Work Items and Progress | |
| ➤ Works to be implementing | |
| ➤ Next year's financial plan | |
| 5.3 Question and Discussion | 14:50 - 15:05 |
| 6. Proposal for next year activities | |
| 6.1 Proposed Implementation Program of Pilot Projects and Human Resource Development | 15:05 - 15:10 |
| 6.2 Proposal of Civil Engineer's Training and Human Resource Development | 15:10 - 15:15 |
| 6.3 Operator and Mechanic Training and Others | 15:15 - 15:20 |
| 6.4 Overall proposal of Project Design Matric (PDM) for next year | 15:20 - 15:25 |
| 6.5 Question and Discussion | 15:25 - 15:35 |
| 7. Conclusion by Speaker/DOW | 15:35 - 15:40 |
| 8. Closing by DOW and JICA Office | 15:40 - 15:50 |



Annex 1: Project Design Matrix (PDM)

| Project Title: The Project for Capacity Development on Road Maintenance in the Independent State of Papua New Guinea Project Period: Nov. 2013 – Dec 2017 Target Group: Department of Works (DoW) Target Area: Morova Province, Western Highlands Province, East Sepik Province, West New Britain Province | | | |
|--|---|---|---|
| Summary of the Project | Indicator | Means of acquisition | External conditions |
| <p>Overall Goal Road network in the target provinces which are maintained by the DoW's in-house workforce and equipment is sustainably maintained.</p> <p>Project Purpose DoW's capacity (institution, management, techniques) for implementing gravel road maintenance by the in-house workforce and equipment is strengthened in the target provinces.</p> | <p>1. A plan for road maintenance by the DoW's in-house workforce and equipment, and a deployment plan of heavy equipment are established and implemented in the target provinces.</p> <p>2. Necessary budget for road maintenance by the DoW's in-house workforce and equipment is secured and executed as planned.</p> <p>1. DoW in-house project will be started and operate sustainably in the target provinces. In the target provinces, the total distance of gravel road maintenance and actual operating hours of equipment by the in-house workforce is increased.</p> <p>2. Annual operating hours of equipment by in-house workforce is increased in the target provinces</p> <p>3. DoW's capacity of implementation (quality, schedule, cost, safety) is strengthened in the target provinces.</p> <p>4. The public reputation of the DoW is improved.</p> | <p>DoW Annual report/Progress report, Road statistics, DoT Documents</p> <p>1. Project report 2. Project report 3. Report on Pilot site and interview/questionnaire to staff in the civil engineering section 4. Press media(TV, newspaper and radio</p> | <p>Priority on road maintenance in the long-term socio-economic development strategy of PNG does not change.</p> <p>(1) Budget for road maintenance and equipment maintenance is secured by both national and provincial government (2) DoW continues placing value on the nationwide dissemination of the outcomes of pilot sites in line with DoW/DoT strategy and plan (3) The policy on the revitalization of PTID is not drastically changed</p> |
| <p>Outputs Output 1: Capacity of staffs in Provincial Works Offices in the target provinces is strengthened.</p> <p>Output 2: Roads of pilot sites in the target provinces are maintained properly by the DoW in-house workforce and equipment.</p> <p>Output 3: The heavy equipment is utilized properly and efficiently in the target provinces.</p> <p>Output 4: The activities and achievements of the Project are disseminated to persons/organizations concerned.</p> | <p>1-1. A training plan and training materials for operators/mechanics/engineers are developed and utilized.</p> <p>1-2. O/P's operators/mechanics/engineers capability is strengthened (number and capability of operators, mechanics, civil engineers)</p> <p>1-3. The number of times trained senior class staffs (Operators/Mechanics) carry out technical guidance and training for other DoW staff and apprentices.</p> <p>2-1. The number of times progress reports are submitted from the pilot sites.</p> <p>2-2. Level of understanding and participation of local communities in the pilot sites.</p> <p>2-3. Capacity of O/Ps and trained staff through field experience is strengthened.</p> <p>2-4. The actual expense associated with the maintenance works (labor, logistics, machinery, materials etc.) is identified and analyzed.</p> <p>3-1. The deployment plan of heavy equipment is developed.</p> <p>3-2. Existing materials and manuals related to heavy equipment is reviewed and utilized continuously.</p> <p>4. The number of media announcements for the Project activities</p> | <p>1-1. Baseline survey report, training plans and training materials for PTID staff 1-2. Hands-on training records and interview/questionnaire to the trainees 1-3. ToT training records and interview/questionnaire to the trainees 2-1. Provincial annual/monthly reports 2-2. Interview/questionnaire to the local people 2-3. Pilot site record/work evaluation reports, interview/questionnaire to trainees 2-4. Pilot site record/Work evaluation reports 3-1. The development plan of heavy equipment 3-2. The reviewed material and manual 4-1. DoW Report, Website of DoW and press media (TV, newspaper and radio)</p> | <p>(1) The PTB Trust Account secures transparency and is dispersed on schedule. (2) The Counterpart and trained staff in DoW will be continuously hired</p> |

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| <p>Actions</p> <p>Activity 1 (Support for improving the capacity of DoW staff)</p> <p>1-1: To conduct the baseline survey to assess the capacity of DoW staff (operators, mechanics, civil engineers) in the target provinces.</p> <p>1-2: To develop training plans and training materials for DoW staff (operators, mechanics, and civil engineers sections, respectively). (Include construction plan and deployment plan of heavy equipment, designing and surveying and quality control skills. Sharing the standard documents such as road design manual and specification for road and work structure.)</p> <p>1-3: To conduct hands-on trainings for PTD operators, mechanics and civil engineers in the target provinces. (Include Construction plan and delivery plan of heavy equipment, designing, surveying and quality control skills to the training plan and manuals with reference of standard documents.)</p> <p>1-3: To conduct hands-on trainings for PTD</p> <p>1-4: To conduct training for the trainers for DoW.</p> <p>Activity 2 (Support for improving the capacity of practical technique, know-how and management by the in-house workforce through the implementation of pilot road maintenance and improvement.)</p> <p>2-1: To overlook road conditions in the target provinces.</p> <p>2-2: To select pilot sites in the target provinces with mutual consultation with the DoW and JICA.</p> <p>2-3: To prepare the maintenance works in the pilot sites.</p> <p>2-4: To conduct workshops for communities around the pilot sites aiming at promoting understandings and supports for the Project.</p> <p>2-5: To upgrade and maintain the road selected in 2-2 by utilizing heavy equipment provided by Japan and the staffs trained in the Project.</p> <p>2-6: To conduct On-the-Job Training for PTD operators, mechanics and civil engineers in each Provincial Works Office in the pilot sites. (Include efficient, safe and environmental friendly construction method, quality and quantity control method, survey of work done and design confirmation etc.)</p> <p>2-7: To record the actual expense associated with maintenance works on the pilot sites and to calculate the unit rates of maintenance works.</p> <p>2-8: To support establishment of in-house project include dispatch a project base civil engineer from PTD as flexible engineer</p> <p>2-9: To support process improvement of land ownership issue</p> <p>Activity 3 (support for efficient operation of equipment)</p> <p>3-1: Confirm the existing road inventory and maintenance plan in the target provinces.</p> <p>3-2: To provide support for developing a deployment plan for heavy equipment in the target provinces.</p> <p>3-3: To review and analyze the existing materials and manuals for PTD.</p> <p>3-4: Based on the result of 3-3, prioritize the materials from the point of view of field use. To provide support for reviewing materials and manuals related to heavy equipment.</p> <p>3-5: To review and analyze the PTD Trust Account.</p> <p>3-6: To support improvement of financial procedure for cashing or payment from the trust account</p> <p>Activity 4: (support for public relations activities related to maintenance)</p> <p>4-1: To support that activities and achievements of the Project are posted on DoW reports and the web site.</p> <p>4-2: To Support active public relations for the Project activities and achievements especially through media (TV, newspaper, radio etc.).</p> <p>4-3: To support organization and operation of public relation such as place a person who in charge of public relation in each in-house project implementation structure.</p> | <p>Japan side</p> <p>(1) Dispatch of experts</p> <p>1. Team leader / road policy advisor</p> <p>2. Road maintenance engineer</p> <p>3. Equipment operation and maintenance engineer</p> <p>4. Mechanical engineer</p> <p>5. Construction supervisor / quality surveyor</p> <p>6. Public relation / project coordinator</p> <p>(2) Counterpart training in Japan and/or a third country</p> <p>(3) Provision of equipment necessary for implementation of the Project</p> <p>1. Project vehicles</p> <p>2. Office equipment</p> <p>3. Training materials</p> <p>(4) Bearing of expenses necessary for conducting baseline and end line surveys</p> | <p>PNG side</p> <p>(1) Assignment of counterpart staff</p> <p>1. DoW Secretary: 1 person</p> <p>2. First Assistant Secretary in charge of PTD: 1 person</p> <p>3. PTD staff: 1 person</p> <p>4. DoW Provincial Works Offices managers: 4 people</p> <p>5. PTD Provincial Works Offices managers: 4 people</p> <p>6. DoW Provincial works Offices civil engineers: 4</p> <p>7. Strengthen DoW staff for survey, soil analysis, road design, quality and quantity control in each DoW provincial office, if existing staffs are busy due to other works.</p> <p>(2) Provision of the Project office and utility in the DoW (HQ, Lae, Mt. Hagen, Kimbe, Wewak)</p> <p>(3) Bearing of expenses necessary for</p> <p>1. Implementation of training and monitoring (travel expenses, allowance and accommodation for PNG counterpart staff and participants)</p> <p>2. Maintaining and keeping equipment procured by the Project in safety</p> <p>3. Implementing the maintenance works in the pilot sites by the DoW budget</p> | <p>(1) PNG does not fall into social, economic and political unrest</p> <p>(2) Security situation does not worsen in the target provinces</p> <p>(3) Severe disaster does not occur in the target provinces</p> <p>Preconditions</p> <p>The DoW is strongly committed to the Project and proposed budget and human resource allocation.</p> |
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Annex 2

Proposed Implementation Program of Pilot Projects and Human Resource Development

A. Purpose of the Conduction of the Pilot Project


The purpose of the conduction of the Pilot Project is firstly to confirm actual capacities and to identify varieties of problems and issues on implementation procedure, organizational problems and technical levels of DOW through the implementation of Actual Road Maintenance Works by DOW's direct force.

And also it is expected that the road maintenance capacities of civil engineers, works supervisor, operators and mechanics of DOW will be strengthened through mainly the hands-on training and the on-the-job training during the implementation period of the pilot projects and also expected that the strengthen of the capacities will contribute to develop future stabile road maintenance organization, procedure and techniques for the four provincial DOW offices.

B. Implementation Program of Pilot Projects

Based on the analysis of the 1st year experience of the two Pilot Projects, proper steps of preparation, test operation, construction and inspection is very important both for the implementation of correct road maintenance work as well as for the establishment of stable organization, method and techniques for four provincial DOW. Therefore following proper steps are expected to be implemented by four provincial DOW offices in next year.

- 1 Site Inspection and Road Inventory by DOW
- 2 Topographical Survey (center-line and cross-section) and mapping about 20km stretch for one year work by DOW and checked by JICA Team
- 3 Sub-soil CBR testing each 500m for mountain section and 1km interval for flat section by DOW and checked by JICA Team
- 4 Flood point and other disaster point survey along the pilot project by DOW and checked by JICA Team
- 5 Typical Cross-section and Right of Way survey by DOW and checked by JICA Team
- 6 Design of Road Alignment, Earth Work, Cross Culvert and Pavement by DOW and checked & training by JICA Team
- 7 Practical Training and Test Construction for civil engineer, works supervisor, operator and mechanic of DOW by JICA Team
- 8 Preparation of Construction Plan and other related plans by DOW and checked by JICA Team



- 9 Inauguration Ceremony of Pilot Project by DOW
- 10 Mobilization by DOW
- 11 Implementation and OJT Site Training by DOW and JICA Team
- 12 Inspection and Quality and Quantities Control by DOW and JICA Team
- 13 Project Financial Control by DOW and checked by JICA Team
- 14 Progress and Final Report including Conclusion and Recommendation by DOW
and checked by JICA Team

