

**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
AUTHORITIES CONCERNED OF THE KINGDOM OF MOROCCO
ON
JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT FOR THE STUDY ON NATIONAL STRATEGY FOR TREATMENT
OF MUNICIPAL SOLID WASTE FOR THE KINGDOM OF MOROCCO**

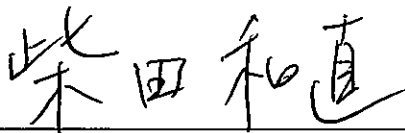
The Detailed Planning Survey Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA"), headed by Mr. Kazunao Shibata visited the Kingdom of Morocco (hereinafter referred to as "Morocco") from May 21st to June 10th, 2017 for the purpose of conducting the Detailed Planning Survey of the "Project for The Study on National Strategy for Treatment of Municipal Solid Waste for the Kingdom of Morocco". (hereinafter referred to as "the Project")

During its stay in Morocco, the Team exchanged views and had a series of discussions about the project outline with Ministry of Interior (hereinafter referred to as "MOI"), Secretariat of State for Sustainable Development (hereinafter referred to as "SEDD") and other concerned organizations.

As a result of the discussions, both sides came to understanding concerning the matters referred to in the document attached hereto.

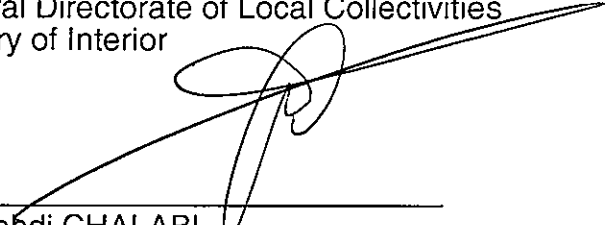
Done in duplicate in English and French languages, both are equally authentic. In case of any divergence of interpretation, the English will prevail.

Rabat, June 7th, 2017




Mr. Kazunao SHIBATA
Leader
Detailed Planning Survey Team
Japan International Cooperation Agency

Mr. Mustapha EL HABTI
Governor, Director of Water and Sanitation
General Directorate of Local Collectivities
Ministry of Interior



Mr. Mehdi CHALABI
Director of Programs and Realizations
Secretariat of State for Sustainable
Development



THE ATTACHED DOCUMENT

1. Draft of Record of Discussions

Both sides agreed on the draft of Record of Discussions (hereinafter referred to as "R/D"), which stipulates the basic framework of the Project, shown in the Attachment. After discussion and approval of the JICA headquarters, JICA Morocco Office and the Government of Morocco will finalize and sign it before the commencement of the Project.

The Team explained that the attached R/D is draft and is subject to change in authorization process by the competent authorities of both sides.

2. Title of the Project

Both sides agreed that the title of the Project in English and French is changed respectively, as shown below:

< Before change >

English: Project for the Study on National Strategy for Treatment of Municipal Solid Waste for the Kingdom of Morocco

French: L'Elaboration de la Stratégie Nationale de Traitement des Déchets Ménagers et Assimilés

< After change >

English: Project for Elaboration of the National Strategy for Treatment of Household and Similar Waste for the Kingdom of Morocco

French: Projet d'Elaboration de la Stratégie Nationale de Traitement et de Valorisation des Déchets Ménagers et Assimilés pour le Royaume du Maroc

3. Responsible and Implementing Agencies

Both sides agreed that Governor, Director of Water and Sanitation, General Directorate of Local Collectivities, MOI is the Project Director. Moreover, both sides agreed that the Project Manager is the Head of Solid Waste Division, Directorate of Water and Sanitation and Project Co-Manager is the Head of Programs Division of SEDD.

4. Implementation Organization

Both sides agreed that MOI and SEDD are Counterpart of the Project. Moreover, both sides agreed to establish Joint Coordinating Committee (hereinafter referred to as "JCC") as described in the draft R/D.

5. Project Coordination by MOI

The Team emphasized the importance to involve other relevant ministries, territorial collectivities and other relevant entities in the Project in order to maximize the outputs of the Project. MOI has responsibility to coordinate and involve all stakeholders in the Project.

6. Duration of the Project

Both sides agreed that the duration of the Project will be 24 (twenty-four)

months from the date when the first JICA experts arrive.

7. Other Relevant Issues

(1) Status of the National Strategy

Both sides confirmed that the National Strategy is a document with the purpose of improving execution of the present National Program of Management of Household Waste (PNDM) as well as providing orientation for the next phases of PNDM, and it will be adopted by the JCC and the Project Management Unit of the PNDM (UGP) and validated by the National Commission of the PNDM..

(2) Waste Characterization Survey

The Moroccan side suggested JICA to conduct waste characterization survey in 12 territorial collectivities which represent 4 different population strata. The Team proposed that waste characterization survey should be limited to analyses of physical composition and 3 components (water, inert, and combustible) in order to survey 12 sample territorial collectivities. Both sides agreed to select the sample territorial collectivities after the inception of the Project.

(3) Review of Present Provincial/Prefectural Master Plans

The Moroccan side requested JICA to specifically review at least 20 provincial/prefectural Master Plans (hereinafter referred to as "M/P") which completed Mission 3. Both sides confirmed that 20 target M/P will be selected during the implementation of the Project

(4) Sharing of Financial Data

Both sides agreed that related existing and estimate financial data of territorial collectivities would be vital for the successful implementation of the Project for:

- review of 20 present M/P;
- selection of treatment methods;
- recommendations of modifying 12 M/P.

The Team requested the Moroccan side to provide necessary information to JICA experts, and also provide necessary arrangement to obtain them. The Moroccan side agreed to it.

(5) Guidelines for Selection of Treatment Method

Both sides confirmed that the Guidelines should include examination of appropriateness of selected treatment method, from all the viewpoints of costs (CAPEX, OPEX) and financial, institutional and organizational aspects of administrative entities.

(6) Contents of the National Strategy

Both side agreed the draft contents of the National Strategy as shown below, which will be finalized within 18 months from the arrival of the first experts. Also both sides confirmed that in another 6 months, Recommendations of

modifying M/P will be formulated for 12 provinces/prefectures in total.

- 1) Analysis of evaluation results of present PNDM
- 2) Review of present provincial/prefectural M/P
- 3) Guidelines for treatment methods selection
- 4) Recommendations of modifying several (3-4) provincial/prefectural M/P
- 5) Approximate estimation of necessary inputs for achieving present PNDM targets
- 6) Recommendations on execution of present PNDM for 2020, 2021 and 2022
- 7) Recommendations for the next phases of the PNDM (2023-2038)
- 8) Guidelines of provincial/prefectural M/P elaboration

Appendix: Draft Record of Discussions

DRAFT

RECORD OF DISCUSSIONS

FOR

**THE PROJECT FOR ELABORATION OF THE NATIONAL
STRATEGY FOR TREATMENT OF HOUSEHOLD AND SIMILAR
WASTE FOR THE KINGDOM OF MOROCCO**

AGREED UPON BETWEEN

AUTHORITIES CONCERNED

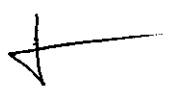
OF

THE KINGDOM OF MOROCCO

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Dated Month Day Year



Based on the Minutes of Meetings on the Detailed Planning Survey for the Project for Elaboration of the National Strategy for Treatment of Household and Similar Waste for the Kingdom of Morocco (hereinafter referred to as "the Project") signed on 7th June, 2017 between Ministry of Interior (hereinafter referred to as "MOI"), Secretariat of State for Sustainable Development (hereinafter referred to as "SEDD") of the Kingdom of Morocco (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant entities to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Note Verbales to be exchanged between the Government of Japan and the Government of the Kingdom of Morocco.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant entities 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 Kingdom of Morocco.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered in Rabat as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

Done in duplicate in English and French languages, both are equally authentic. In case of any divergence of interpretation, the English will prevail.



For

JAPAN INTERNATIONAL
COOPERATION AGENCY

For

MINISTRY OF INTERIOR

Chief Representative
JICA Morocco Office

Wali, General Director of of Local
Collectivities

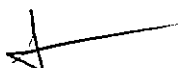
For

SECRETARIAT OF STATE FOR
SUSTAINABLE DEVELOPMENT

Handwritten signature

Handwritten arrow pointing left

- Annex 1 Main Points Discussed
- Annex 2 Project Description
- Annex 3 Implementation Structure
- Annex 4 List of Proposed Members of Joint Coordinating Committee
- Annex 5 Terms of Reference for Environmental and Social Considerations Study
- Annex 6 List of the Counterpart Personnel



MAIN POINTS DISCUSSED

1. Input

Experts of the following expertise will be provided by JICA.

The number of expertise does not correspond directly to the number of experts, as two or more expertise may be assigned to one expert.

- (1) Solid waste management/Chief Advisor
- (2) Solid waste treatment
- (3) Waste amount and composition survey/analysis
- (4) Data collection and management/Sustainable Development Goals (SDGs)
- (5) Strategic Environmental Assessment (SEA)/Environmental and social considerations
- (6) Organization/institutional/legal system
- (7) Financial/economic analysis
- (8) Capacity building/communication

The names and CVs of the experts must be sent beforehand to the Counterpart for consultation before the beginning of the study.

2. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, since the Project is categorized as B under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)' (hereinafter referred to as "the Guidelines"), the necessary procedures are taken in accordance with the Guidelines. Mainly:

- (1) Strategic Environmental Assessment
The outputs of the Project includes Strategic Environmental Assessment in accordance with the Guidelines. TOR for Environmental and Social Considerations Study is attached in the Annex 5.

3. Waste Characterization Survey

The Moroccan side suggested JICA to conduct waste characterization survey in 12 territorial collectivities which represent 4 different population strata. JICA proposed that waste characterization survey should be limited to analyses of physical composition and 3 components (water, inert and combustible) in order to survey 12 sample territorial collectivities. Both sides agreed to select the sample territorial collectivities after the inception of the Project.

4. Review of Present Provincial/Prefectural Master Plans

The Moroccan side requested JICA to specifically review at least 20 provincial/prefectural Master Plans (hereinafter referred to as "M/P") which completed Mission 3. Both sides confirmed that 20 target M/P will be selected during the implementation of the Project.

5. Contents of the National Strategy

Both side agreed the draft contents of the National Strategy as shown below, which will be finalized within 18 months from the arrival of the first experts. Also both sides confirmed that in another 6 months, Recommendations of modifying M/P will be formulated for 12 provinces/prefectures in total.

- 1) Analysis of evaluation results of present PNDM
- 2) Review of present provincial/prefectural M/P
- 3) Guidelines for treatment methods selection
- 4) Recommendations of modifying several (3-4) provincial/prefectural M/P
- 5) Approximate estimation of necessary inputs for achieving present PNDM targets
- 6) Recommendations on execution of present PNDM for 2020, 2021 and 2022
- 7) Recommendations for the next phases of the PNDM (2023-2038)
- 8) Guidelines of provincial/prefectural M/P elaboration



PROJECT DESCRIPTION

(1) Expected Goals which will be attained after implementing the proposed plan

- National Strategy for Treatment of Household and Similar Wastes is prepared and implemented.
- National Strategy for Treatment of Household and Similar Wastes is reflected to the next phases of National Program of Management of Household Waste (PNDM)

(2) Outputs

1. Current situation regarding waste management in territorial collectivities and data relevant to waste management (e.g. population, population density, scale and type of economic activities, financial conditions) are identified for Morocco nationwide
2. Appropriate entity for waste management (e.g. communal, or inter-communal) to implement waste management is identified based on the above information
3. Guidelines on how to select the appropriate waste treatment method and how to advance its execution based on entity and characteristics of localities are elaborated
4. Appropriate treatment methods are selected for several representative entities based on the guidelines above
5. National Strategy on Treatment of Household and Similar Wastes is elaborated
6. Capacity for waste management of the Moroccan Counterpart is developed through the Project and lessons learnt and results of the study are disseminated and shared with concerned parties in Morocco and other countries

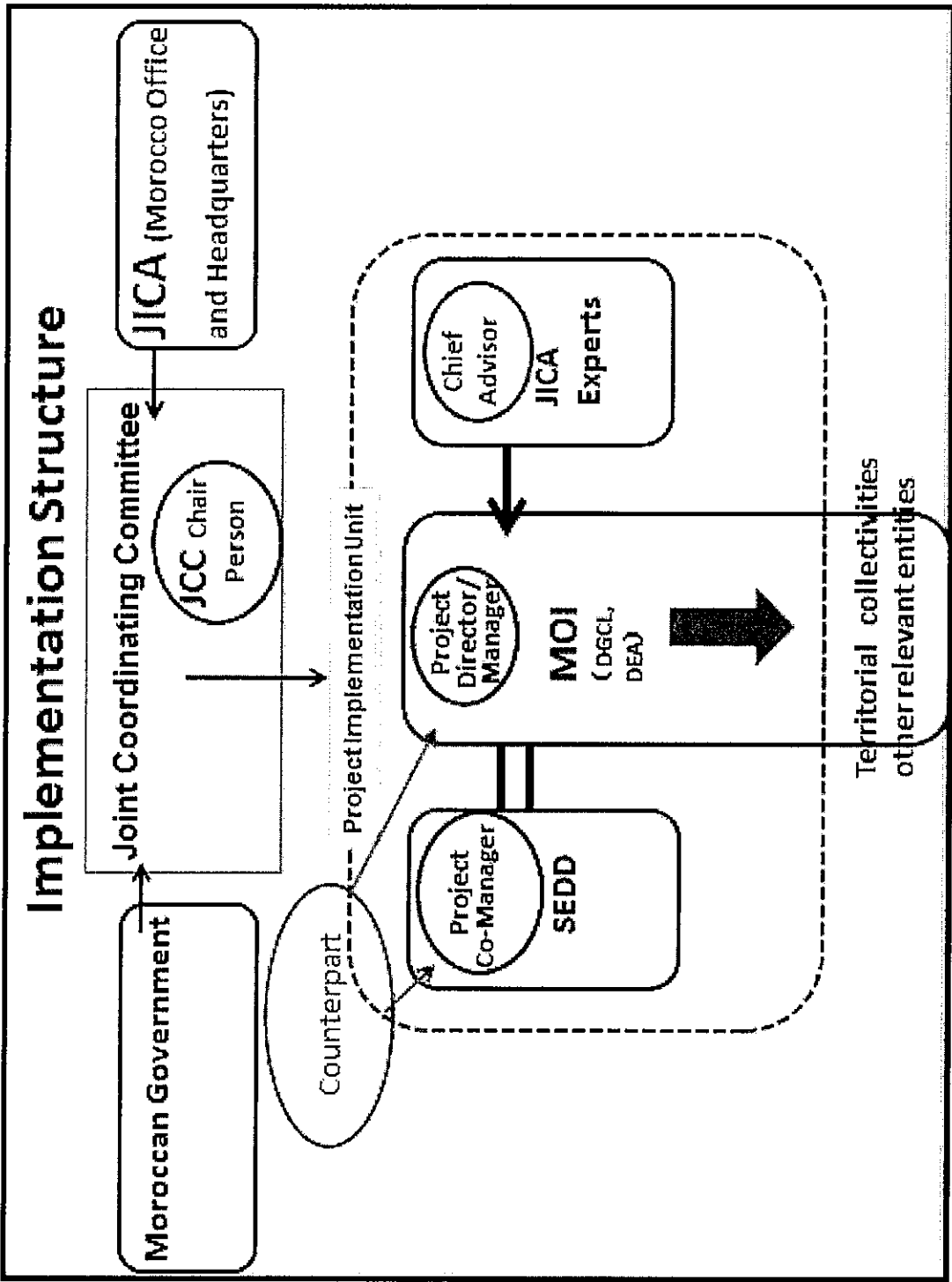
(3) Activities

- 1.1 Study data of localities based on existing information such as statistical data and waste characterization survey
- 1.2 Identify current situation and challenges concerning waste management through interviews based on questionnaire for territorial collectivities concerned
- 1.3 Analyze the current situation and challenges in territorial collectivities
- 1.4 Review the results of evaluation of the present PNDM
- 1.5 Confirm the necessary conditions in relation to the indicators of Sustainable Development Goals (SDGs) including data collection, target setting, monitoring and reporting
- 2.1 Examine the current status on preparation and implementation of provincial/prefectural Master Plans
- 2.2 Identify the challenges regarding preparation and implementation of the

- provincial/prefectural Master Plans
- 2.3 Analyze and share lessons learnt as well as results of Tiznit project as an example of inter-communal management
 - 2.4 Examine and determine the appropriate entity to implement waste management (communal or inter-communal) based on the above information
 - 2.5 Elaborate checklists and guidelines for revising provincial/prefectural Master Plans
-
- 3.1 Review waste treatment methods being applied in Morocco
 - 3.2 Collect information on technologies being applied internationally and in countries of similar situations to Morocco which are reliable including their costs
 - 3.3 Define the technologies that are technically and financially appropriate to the Moroccan context based on a benchmark
 - 3.4 Prepare guidelines on how to select the appropriate waste treatment method and its execution by the appropriate administrative entity
-
- 4.1 Apply the prepared guidelines on an experimental basis in order to identify the issues in application
 - 4.2 Propose the solutions to the issues identified and revise the guidelines
 - 4.3 Based on the revised guidelines, select the appropriate treatment method for several representative entities
-
- 5.1 Prepare the National Strategy on Treatment of Household and Similar Wastes based on the results of the study, under consideration of the necessity of Strategic Environmental Assessment
-
- 6.1 Develop capacity of the Moroccan Counterpart on waste management through on-the-job-training (OJT) during the Project period
 - 6.2 Develop capacity of the Moroccan Counterpart on waste management through trainings in Japan
 - 6.3 Organize national and/or international seminars in order to disseminate and share lessons learnt as well as results of the Project with concerned parties in Morocco and other countries
- (4) Duration
24 months from the arrival of the first experts
- (5) Other details
Other details are described in the Annexes 3 to 6 as attached.



Handwritten mark



Handwritten mark

**List of Proposed Members of Joint Coordinating Committee
for the Project**

1. Composition

(1) Chairperson

Wali, General Director of of Local Collectivities, MOI

(2) Members

(a) Moroccan side

1) Project Director

Governor, Director of Water and Sanitation, General Directorate of Local Collectivities, MOI

2) Project Manager

Head of Solid Waste Division, Directorate of Water and Sanitation, General Directorate of Local Collectivities, MOI

3) Project Co-Manager

Head of Programs Division, SEDD

4) Director of Program and Realization, SEDD

5) Any other officials concerned, to be selected by MOI and SEDD

(b) Japanese side

1) JICA experts

2) Chief Representative, representative and staff of JICA Morocco office

3) Other personnel of JICA Headquarters, if necessary

4) Official(s) of the Embassy of Japan in Morocco as observer if necessary

5) Other persons that Japanese side might consider, if necessary

The Chairperson can request and admit attendance to other personnel concerned with the Project, as needed.

**Terms of Reference
for Environmental and Social Considerations Study**

The output of the Project i.e., the National Strategy for Treatment of Household and Similar Wastes, should include Terms of Reference (TOR) for Environmental and Social Considerations in line with both the JICA Guidelines for Environmental and Social Considerations (April 2010) (hereinafter referred to as "JICA Environmental Guidelines") and the relevant Moroccan laws and regulations in force as follows:

1. Review of existing development plans, development projects, studies, and public and private investment;
2. Analysis to identify constraints to development, factors of promoting development;
3. Analysis of alternatives for achieving the goals of the projects proposed by National Strategy ;
4. Consideration of contents of the projects proposed by National Strategy;
5. Conducting baseline surveys for Environmental and Social Considerations, including:
 - 1) Collecting information on laws, regulations and standards related to environmental and social considerations (such as environmental impact assessment, pollution control, resettlement, public participation, information disclosure to the public and other);
 - 2) Confirming legal framework and both national and regional institutions in Morocco on environmental and social considerations;
 - 3) Review of the previous Strategic Environmental Assessment (SEA) study reports and/or experiences which were conducted in Moroccan development projects, if any;
 - 4) Gap analysis between these legal frameworks and JICA Environmental Guidelines;
 - 5) Survey on designated natural protected area, habitats of fauna and flora,



cultural heritages by the Moroccan government in and near the area relating to localization plan of waste treatment facility, if any, in line with the National Strategy;

- 6) Survey on issues related to social considerations such as land use, rural communities, poor, ethnic minorities and indigenous people, economic and industrial activities in and near the area relating to localization plan of waste treatment facility, if any, in line with the National Strategy.
6. Scoping on possible environmental and social impacts, focusing on the items related to the "Pollution", "Natural Environment" and "Social Environment" (classification of extremely important items on environmental and social impacts) and its evaluation methods at the time of decision-making of the projects proposed by the National Strategy;
7. Initial Environmental Examination (IEE) survey on the activities of the projects proposed by the National Strategy;
8. Prediction and evaluation of the impacts of the activities and comparative analysis of alternatives of activities, including zero-option scenario, based on the concept of Strategic Environmental Assessment (SEA);
9. Examination of mitigation measures to avoid, minimize and compensate the negative impacts of the project;
10. Examination of monitoring plans for the project, including monitoring items, frequencies and methods;
11. Holding stakeholders meetings and information disclosure.

List of the Counterpart Personnel

Ministry of Interior

Name	Position
Mr. Mustapha EL HABTI	Project Director Governor, Director of Water and Sanitation, General Directorate of Local Collectivities
Mr. Abdelhafid REFFOUH	Project Manager /Head of Solid Waste Division Directorate of Water and Sanitation General Directorate of Local Collectivities
Ms. Malika ECHCHIH	Head of Service of Monitoring and Evaluation Directorate of Water and Sanitation General Directorate of Local Collectivities
Mr. Fouad ZAKARI	Head of Service of Landfilling and Treatment Directorate of Water and Sanitation, General Directorate of Local Collectivities
Mr. Anass LARAICHI	Head of Service of Collection and Cleaning Directorate of Water and Sanitation, General Directorate of Local Collectivities
Ms. Hajar ZI ZI	Executive, Directorate of Water and Sanitation General Directorate of Local Collectivities
Ms. Amine ASSOUAL	Executive, Directorate of Water and Sanitation General Directorate of Local Collectivities
M. El Mahfoud BENDAHMANE	Executive, Directorate of Water and Sanitation General Directorate of Local Collectivities
Rachida JEDRAOUI	Executive, Directorate of Water and Sanitation General Directorate of Local Collectivities

Secretariat of State for Sustainable Development

Name	Position
Mr. Mehdi CHALABI	Director of Programs and Realization
Mr. Abdelilah FARAH	Project Co-Manager /Head of Programs Division Direction of Programs and Realization
Ms. Hafsa LAKHLIFI	Head of Waste Treatment Sectors Division Direction of Programs and Realization
Mr. Mohamed AMOUNAS	Head of Solid Waste Service Direction of Programs and Realization
Ms. Bouchra DAHRI	Head of Realization and Pilot projects Service Direction of Programs and Realization
Ms. Hajar TEMMAR	Executive of Direction of Programs and Realization