



**UNEP-GEF WIO-LaB Project**  
Addressing Land Based Activities in the Western Indian Ocean



## **REGIONAL TASK FORCE ON MUNICIPAL WASTEWATER MANAGEMENT**

Report of the Inception Meeting prepared by the WIO-LaB  
Project Management Unit

Dar es Salaam, Tanzania, 19 April 2005

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## **1 OPENING OF THE MEETING**

The meeting was called to order by Dr. Magnus Ngoile, the Director General of the National Environment Management Council (NEMC) of Tanzania. Dr. Ngoile welcomed the participants to the meeting.

## **2 WELCOME ADDRESS/INTRODUCTORY REMARKS**

Dr. Ngoile, the Director General of NEMC requested the participants to briefly introduce themselves. Following the introduction of members, Dr. Ngoile invited Dr. Peter Scheren the UNEP-GEF WIO-LAB Project Manager to welcome the participants to the meeting.

Dr. Scheren welcomed the participants to the WIO-LAB MWW Task Force inception meeting. He thanked the guest of honour, Mr. Wilson Mukama for agreeing to officially open the inception meetings of the UNEP-GEF WIO-LaB Project MWW and PADH Task Forces. He also expressed gratitude to the Minister of the Environment for agreeing to host the WIO-LaB Project meetings in Dar es Salaam, Tanzania. Dr. Scheren also expressed his gratitude to Dr. Ngoile for logistical arrangements.

Dr. Scheren noted that MWW and PADH Task Force members will be involved in the implementation of various activities defined in the Project document and their contribution will play an important role in ensuring the success of the project. Dr. Scheren also briefed the participants on the objectives and expectation of the inception meeting.

Dr. Cees van de Guchte, GPA/UNEP Programme Officer responsible for Municipal Wastewater component made some brief remarks on behalf of UNEP/GPA. He thanked the organizers of the inception meetings for having invited UNEP/GPA to participate in the meetings and observed that the present meetings should be viewed within the context of the other three meetings on MWW that were held in Dar es Salaam and Mombasa under the auspices of the Nairobi Convention and other regional bodies such as WIOMSA.

Dr. van de Guchte noted that through joint collaboration between UNEP/GPA and Nairobi convention, more activities will be able to be carried out in the region under the auspices of the WIO-LaB Project. He noted that the meeting will build upon the existing experience of the Nairobi convention and other international organizations. Dr. van de Guchte furthermore, on behalf of the UNEP/GPA thanked the City Council of Dar es Salaam for agreeing to host the WIO-LaB Task Force inception meetings.

Dr. Ngoile, the Director General of NEMC invited the Guest of Honour, Mr. Wilson Mukama, the Director of the City Council of Dar es Salaam to make a speech and officially open the meeting.

Mr. Wilson Mukama, the Director the City Council of Dar es Salaam made a speech and opened the meeting on behalf of the Mayor of the City of Dar es Salaam. He welcomed all the participants to the City of Dar es Salaam and urged them to enjoy the warm hospitality of the people of Dar es Salaam.

Mr. Mukama noted that the MWW Task Force inception meeting builds on several other meetings held in the region under the auspices of UNEP/GPA and noted that the meeting should review progress since last meetings on MWW. He observed that the activities proposed in the

WIO-LaB project are important for coastal countries of the region since there is a need to assess the extent of the pollution problem in the region. He also noted that there is a need to establish strategies to monitor and establish safeguards to protect marine environment and associated resources. He noted that challenges faced by coastal cities to manage PADH and MWW are enormous since the region's infrastructure is in deplorable state and there is limited capacity. He illustrated difficulties faced in sewage management in Dar es Salaam. He also noted that resources that could be used to ensure sustainability of projects are limited/meager.

Mr. Mukama noted the devastating impacts of poor management of wastewater. He inform the meeting of the challenge faced by the City of Dar es Salaam in managing sewage which is treated in water stabilization ponds. Contemporary sewage works and constructed wetlands are required to be considered for the Cities of Mombasa, Dar es Salaam and Maputo, and especially how technology for the same can be acquired at least cost. He observed the need for clean cities that can attract tourists and investors. This is in view of increasing challenges posed by expanding cities due to rapid population growth. This has increased the unsustainable use of beaches. He noted that the discharge of untreated municipal wastewater harms the habitats.

Mr. Mukama also noted that the sustainable cities programme is an important joint effort for the implementation of agenda 21 at local level. He noted that the UNEP/GPA guidelines on MWW are useful tools and commented UNEP/GPA for developing them. Mr. Mukama noted that the City of Dar es Salaam is committed to the protection of the marine environment and there is an ongoing effort that aims at promoting private sector partnership, a concept which he noted is also taken care of in the UNEP/GPA guidelines.

Mr. Mukama noted that the City of Dar es Salaam has set a goal of increasing the private sector participation in MWW to the level of 58%. This follows realization that the existing tax regiments are limited and there is need to establish new funding mechanisms targeting the private sector. He furthermore noted that countries of the region could benefit from experiences gained elsewhere and there will be no need to reinvent the wheel particularly if participating countries share experiences. Mr. Mukama also informed the meeting that the City of Dar es Salaam has won the Cleaner Cities Award two times (in Zanzibar and Yaoundé) and is ready to share experiences with other cities in the region.

Mr. Mukama, on behalf of the major of the City of Dar es Salaam, thanked the participants and organizer of the meeting and declared the meetings of the UNEP-GEF WIO-LaB Project MWW and PADH Task Forces open.

### **3 ORGANIZATION OF THE MEETING**

The Chairman introduced the above agenda item and requested the Project Manager, Dr. Peter Scheren to brief members on the procedure for election of officers of the meeting.

Dr. Scheren briefed the Task Force on the procedure for the election of the Chairman and the Rapporteur of the meeting. He requested participants to propose names for the two officers of the meeting.

South Africa represented by Mr. Mukwevho proposed the present Chairman of the meeting Dr. Magnus Ngoile for Chairmanship of the MWW Task Force meeting. The Task Force unanimously accepted the proposal and Dr. Ngoile was elected as the Chairman of the meeting.

The Chairman requested the participants to nominate the Rapporteur. Kenya was nominated by Tanzania and the Task Force unanimously endorsed the nomination after which the representative of Kenya accepted the nomination.

#### **4 ADOPTION OF THE AGENDA**

Dr. Ngoile introduced the members of the MWW Task Force on the above agenda item and briefed them on the provisional Agenda contained in the documents that were provided to the participants.

Mr. Mwanguni representing the Coast Development Authority (CDA) of Kenya noted that the agenda was lengthy and it would be important for WIO-LaB PMU to advise on agenda items where the Task Force can proceed at a faster pace, particularly on agenda items where there was adequate background information.

The MWW Task Force considered and accepted the agenda as prepared by the WIO-LaB Project Management Unit (PMU).

#### **5 CONSIDERATION OF THE DRAFT TERMS OF REFERENCE FOR THE WIO-LAB TASK FORCE**

The Chairman, Dr. Ngoile introduced the participants to the above agenda item and referred the members to the draft Terms of Reference (ToR) of the WIO-LaB Project MWW Regional Task Force. He referred the members of the Task Force to relevant background documents and requested participants to review them. The Chairman then invited the WIO-LaB Project Manager, Dr. Peter Scheren to present to the Task Force the draft Terms of Reference of the regional and national MWW Task Forces.

The WIO-LaB project Manager, Peter Scheren briefed the participants on the role and responsibility of the regional MWW Task Force and requested comments from the participants.

The main issue that came up during discussions concerned the establishment of the national MWW Task Forces. In this respect, Dr. Ngoile requested members to consider the mechanism/strategic that will be taken in to consideration when setting up the National MWW Task Force.

Dr. Salim Mohamed of the Institute of Marine Sciences (IMS) noted that Tanzania has in fact two independent entities dealing with wastewater management and hence there is need to have separate Task Forces.

Mrs. Andrianarivo noted that there are other Task Forces that have already been established under the Nairobi Convection and gave example of the Coral Reef Task Force. She noted, however, that the creation of new structures would mean more work for the national Focal Points. On the other hand, she noted, there is a need to ensure that a national-level coordination mechanism for the coordination of the work of different Task Forces is required.

Mr. Mwanguni suggested that what is required at national level is a mechanism for coordinating MWW work and each participating country should be allowed to determine the ideal mechanism at national level.

Dr. Francis wondered whether there is a need to create a new mechanism and suggested that the MWW Task Force should operate within the already established mechanisms. He noted that the Nairobi Convention Focal Points may not be ideal for coordinating the national MWW Task Forces and focal points from other agencies need to be brought onboard. He expressed his concern on the fact that the MWW Task Force is only intended for WIO-LaB Project and its life time may be short lived since duration of the project is only 4 years. He observed that the sustainability of the MWW Task Force may not be guaranteed if it is established to undertake only the work of the project. He suggested that the work of the MWW Task Force should be integrated into the existing government structures in order to sustain the activities of the project beyond the life of the WIO-LaB Project.

Mr. Daffa of the Tanzania Coastal Management Partnership noted that it may also be difficult to convince the governments of the region to accept the establishment of new structures in the region if the benefits of those structures or mechanisms are not demonstrated.

Dr. Njau noted that there is indeed a need for a mechanism at national level to coordinate the work of the MWW Task Force. However, he suggested that such a mechanism need to have a beginning and an end. Dr. Njau observed that the requirements of the National MWW Task are unique and there is no existing structure or mechanisms at national level that can accommodate the work of the WIO-LaB Project MWW Task Force. He emphasized on the need for countries to establish a national MWW Task Force.

Dr. Van de Guchte noted that issues on water and sanitation are popular on political agenda and there are other agencies that will be interested in addressing issues related to MWW and sanitation. These other agencies apart from the Ministries of Environment will need to be involved in MWW activities at national level. He also noted that there are a number of other relevant activities at national level that may need to be taken on board by the MWW Task Force.

Dr. Francis noted that some of the national Task Forces may be formalized by including them into existing national structures. Other countries may already have informal structures for implementation of WIO-LaB activities. This will need to be taken into consideration since not all countries have similar formal and informal structures. Dr. Francis also required a clarification on whether the national MWW Task Force Chairman will be reporting to the national Focal Points.

On the basis of the issues raised during the discussion, the Project Manager, Dr. Scheren suggested that the National Focal Points be mandated to review the national mechanisms that could serve the objectives and functions of the proposed national Task Forces, and to come up with proposals on the way that each country will ensure or establish the required mechanisms. Reports should be presented by the Focal Points to the next Task Force meeting.

Dr. Munga wanted some further clarification of the reporting mechanism at national level and in particular on the question of whether the national Task Force will be reporting to the regional Task Force through the National Focal Points. He noted that this arrangement may not be practical since the national Focal Point may be located far from where the national MWW Task Force operates from. He suggested that each of the participating countries be given the challenges of deciding on best coordinating mechanism at national level. Dr. Scheren agreed with this proposal and suggested that each participating country should explore the best coordination mechanism at national level.

The MWW Task Force deliberated at length on these issues and generally agreed that a national mechanism is required in all participating countries to coordinate the work of the regional MWW Task Force. The Task Force recommended that participating countries should review their existing national mechanisms and establish whether already there are mechanisms that could be performing similar work that is suggested by the WIO-LaB MWW Task Force.

The Task Force accepted the two responsibilities/objectives of the regional MWW Task Force pending further clarification of the modalities of the National MWW Task Force/mechanisms.

Dr. Peter Scheren also elaborated on how membership of the regional MWW Task Force will be constituted. On the issue of membership Dr. Van de Guchte noted that apart from those invited for the Task Force inception meeting, other stakeholders at national level should be invited to meetings of the regional MWW Task Force. The Project Manager responded to this suggestion and noted that additional stakeholders and/or experts may be invited to MWW Task Force meetings upon need, in particular as it concerns discussions of specific demonstration projects or activities.

Mr. Mukwevho noted that the chairperson of the national Task Force should ideally represent the national Task Force in the regional Task Force which will be reporting to the Steering Committee. The national Focal Points are members of the WIO-LaB Project Steering committee including other committees of the Nairobi convention. He suggested that the national Focal Points should not necessarily sit in the national MWW Task Forces.

Mr. Mukwevho, the national Focal Point for South Africa noted that although Municipal Task Force will be for coastal cities, there will be a need to include other stakeholders in the Task Force in order to represent other important sectors. He suggested that the Task Force include all relevant stakeholders and be centralized at one location in each of the participating countries in order to ensure efficiency in coordination.

Dr. Ngoile suggested that regional MWW Task Force should have core members composed of experts in the region. However, the Task Force should also be open to other interested parties. He proposed that members of the MWW Task Force be nominated by their governments and officers of the Task Force be elected during the Task Force meetings.

The meeting concluded that the core MWW Task Force will be constituted of the selected experts and representatives invited for the inception meeting. Where appropriate, however, additional stakeholders and/or experts may be invited to the meetings.

Dr. Scheren furthermore presented that draft Terms of References for the regional MWW Task Force.

Dr. Francis noted the terms of reference are much broader than the specific responsibilities of the regional Task Force as such. In response, Mr. Naidoo of South Africa noted that ToR for Task Forces are generally formulated in a broad way and are not supposed to be restricted or specific to what can be achieved. Rather, he noted, the ToR should be seen as the framework under which the Task Force will support the WIO-LaB PMU in the achievement of the objectives of the project.

Referring to Term 7 of the draft ToR, Dr. Njau of the University of Dar es Salaam noted there is already capacity to carry out research in the region and what should come clearly out clear is provision of support in order to enable transfer of knowledge to institutions for management. Dr.

Scheren clarified that indeed the Term 7 did not imply lack of research capacity in the region, but rather to the need for specifically targeted strengthening of institutions, directly related to the project objectives and activities.

The meeting furthermore reviewed in detail the draft ToR for the regional and national MWW Task Force, amending clauses where appropriate. The amended ToR are presented in Annex 4 and 5 of this report respectively.

## **6 CONTEXT OF THE MWW TASK FORCE**

The Chairman, Dr. Ngoile introduced the above agenda item to the participants and invited Dr. Peter Scheren, the Project Manager of WIO-LaB Project to present the outline and objectives of UNEP-GEF WIO-LaB project.

### **6.1 Outline of the UNEP-GEF WIO-LaB Project**

Dr. Peter Scheren briefed the MWW Task Force on the three goals of the WIO-LaB project. He elaborated on the three goals and informed members that the project will be implemented in 8 countries. He noted that the duration of the project is 4 years (2005-2009). He informed the participants of the fact that the WIO-LaB Project Management Unit (PMU) has already been established and is housed within the Secretariat of the Nairobi Convention. He informed the meeting that the project is financed by GEF, UNEP, Norway and participating countries. Dr. Scheren also briefed members of the Task Force on the overall budget of the project.

Dr. Scheren briefed the meeting on the main work packages/modules of the project including the main activities to be implemented. He elaborated on these modules which includes water and sediment quality, Municipal Wastewater (MWW), Physical Alteration and Destruction of Habitats (PADH), Legal and Technical Review, Environmental Impact Assessment (EIA), National Programmes of Action (NPAs), Integrated Coastal and River Basin Management (ICARM), Regional Coordination, Training and Education, Stakeholder involvement and Transboundary Diagnostic Analysis (TDA)/Strategic Action Programme (SAP).

Dr. Peter Scheren also briefed the Task Force on the composition of members of staff of the WIO-LaB Project Management Unit (PMU) which includes himself the Project Manager and Dr. Johnson U. Kitheka, the Project Scientist. The WIO-LaB PMU is also receiving support from Mr. James Leten, a Junior Programme Officer based at the UNEP Regional Office for Africa and a PhD student Ms. Neeyati Patel who is assisting the Project Office as an intern. He informed the Task Force that the post of the Project Secretary is yet to be filled up.

Mr. Mukwevho, the national Focal Point for South Africa wanted to know if the relationship between the Nairobi Convention and the WIO-LaB Project Management Unit and GEF has been formalized and whether the WIO-LaB Project will implement the recommendations of previous initiatives implemented in the region under the auspices of the Nairobi Convention.

Dr. Scheren noted that Nairobi Convention has an action plan and most of the activities that the WIO-LaB Project will implement are actually part of the Nairobi Convention work plan. He noted that there is close working relationship between the WIO-LaB PMU and the Nairobi Convention Secretariat. He noted that the Nairobi Convention is playing an important role in the implementation of the project in the region.

Dr. Scheren also informed the Task Force that reporting and institutional mechanisms in the WIO-LaB Project will be presented to the Steering Committee. Dr. Ngoile requested the Project Manager to provide a short overview of the projects management structure at the end of the meeting.

## **6.2 Presentation on the UNP/GPA Strategic Action on Municipal wastewater**

The Chairman Dr. Ngoile invited Dr. Cees van de Guchte of GPA to present an overview of the status of implementation of the GPA programme on municipal wastewater management.

Dr. Cees van de Guchte presented the UNEP/GPA programme for the protection of the marine environment from land based activities. He noted the key focus of GPA and the reason why GPA is focusing on municipal wastewater management amongst other issues. He presented the GPA implementation mechanisms through the Regional Seas Programme. Dr. Van de Guchte also presented the reasons why the focus of GPA is on coastal cities and areas. He noted that GPA is also working towards the attainment of the millennium development goals and WSSD targets on water and sanitation.

Dr. Van de Guchte also presented issues related to water and sanitation and noted that the UNEP Governing Council agreed issues related to wastewater management. He also elaborated on the damages associated with inadequate treatment of wastewater. He also elaborated on the UNEP/WHO/Habitat/WSSCC Strategic Action Plan on municipal wastewater. He noted the normative components as well as the objectives of the Guidelines on Municipal wastewater management. He elaborated on what the guidelines advocates for. He also briefed the Task Force on the mechanisms/process of working with the guidelines. Dr. Van de Guchte furthermore presented the outline of the UNEP/WHO/HABITAT/WSSC and UNICEF SAP on Municipal Wastewater – Normative Component II based on the Report released in 2000.

Dr. Van de Guchte also elaborated on the status of improved sanitation in 2002 noting countries where less than half of population has sanitation coverage. He also elaborated on wastewater emission targets. He noted that the 2<sup>nd</sup> component of SAP on MWW is the Regional meetings on Municipal wastewater and several meetings on municipal wastewater have been held the region. He elaborated on the 8 review meetings held in the region emphasizing their objectives. He informed the meeting that the 3<sup>rd</sup> component focused on the Capacity Building and several training courses have been developed on wastewater management in coastal cities. He also presented the GPA Clearing House Mechanisms.

Dr. Van de Guchte furthermore presented the outcome of the two (2) regional meetings on Municipal Waster water held in Dar es Salaam, Tanzania and Mombasa, Kenya in 2001 and 2003, respectively. He presented the achievements of the two meetings which included the preparation of background documents on socio-economic opportunities and cost benefit analysis case studies. He also briefed the Task Force on the experiences on cost recovery in Dar es Salaam and on initiatives in the Tourist sector in Kenya. He noted that the meetings also discussed a possible LBAs protocol of the Nairobi Convention. The meetings also reviewed guidelines for municipal wastewater. Revised guidelines and 10 keys have been produced and a regional annex for the guidelines is available.

Dr. Van de Guchte also noted that other achievements were pilot demonstration projects that were identified in some of the countries in the region. He noted that these demonstration projects were ranked following jointly developed criteria. Two projects were selected for pre-assessment/feasibility studies. He elaborated on the Dar es Salaam proposal on constructed

wetlands using vertifier grass for wastewater treatment and prevention of bed erosion. The other project is focused on the Zanzibar sewage outfall. He also noted that Dutch private sector has shown “some” interest for partnering in the projects in Dar es Salaam and Zanzibar. Finally, Dr. Van de Guchte reported that some specific attention has been given to Mombasa Sewage treatment plan rehabilitation project and that the proposal will be revised in order to incorporate public awareness component.

Dr. Njau of the University of Dar es Salaam requested further elaboration on the GPA MWW guidelines particularly on the extent to which the guidelines are applicable to the region. He observed that the GPA guidelines have not taken onboard issues related pit latrines in high density cities in order to protect the groundwater system. He noted that pit latrines are crucial in the region.

Dr. Van de Guchte responding to above interventions noted that guidelines have their own shortcomings in terms of scientific context. He also noted that GPA guidelines on Municipal Wastewater are not focused on the technology. However, he noted that regional annexes to the guidelines will need to be developed since these could provide more specific advice in addition to those provided by the global guidelines.

Dr. Ngoile noted the need to established targets for attaining goals set during the World Summit on Sustainable Development (WSSD). The issue of coming up with specific targets should be taken into account while domesticating the GPA guidelines on municipal Wastewater. He noted that the two demonstration projects for Dar es Salaam and Zanzibar were developed before the WIO-LaB Project came on stage and it will be important to establish linkages now that the WIO-LaB Project is being implemented. Dr. Van de Guchte informed the MWW Task Force that UNEP/GPA could not proceed with the implementation of the two demonstration projects since there was a need to integrate them within the work plan of the WIO-LaB Project which was in the offing.

The WIO-LaB Project MWW Task Force noted the importance of the UNEP/GPA Guidelines on municipal wastewater and endorsed their domestication in participating countries. It was furthermore concluded that the global guidelines and draft regional annex would be reviewed by the members of the Task Force, and discussed during the next Task Force meeting.

## **7 WIO-LAB MWW TASK FORCE ACTIVITY PLAN**

The Chairman introduced the above agenda item and requested the Project Manager to present the Work plan of the WIO-LaB MWW Task Force.

Dr. Scheren presented to the participants the draft MWW Task Force Activity Plan for the period 2005-2008, as presented in annex 6 of this report. He took the Task Force through the activities to be implemented in the Calendar year 2005. Dr. Scheren also informed the Task Force that activities on water and sediment quality assessment component which did not feature in the agenda of the meeting will also contribute the MWW Task Force activities particularly the preparation of national reports on MWW.

The MWW Task Force considered and approved the work plan of the MWW Task Force as presented in annex 6.

## 8 REVIEW OF POTENTIAL DEMONSTRATION PROJECT

The Chairman introduced the above agenda item and invited the Project Manager to present the procedure and criteria for selection of demonstration projects.

Dr. Scheren elaborated on the procedure for selection of demonstration projects including the process that will be used to invite proposals for demonstration projects in all the participating countries (Background document UNEP/GEF/WIO-LaB/MWW.1/INF.4). He informed the meeting that a document with all details on the preparation of demonstration projects will be distributed to all participating countries. Dr. Scheren furthermore emphasized the need for balance in terms of themes and geographical distribution of projects. He also noted that the quality of demonstration project will be the top priority when it comes to selection of demonstration project proposals.

Dr. Francis requested for more clarification on the time-line for the implementation of the project and whether the project proposals would be accepted in the 3 languages in the region, namely English, Portuguese and French. He also suggested that WIO-LaB PMU would use the services of external reviewers to provide advice on the specific technicalities of the proposal. Dr. Francis also suggested that there should be a commitment from participating countries in terms of cash and in-kind contribution to demonstration projects as this will be one way of ensuring sustainability of the project is achieved. He also noted the need for a mechanism for monitoring the implementation of demonstration projects in participating countries.

Dr. Scheren responding to above interventions by presenting the general steps and time-line for the selection process. He agreed with the need for cash and in-kind co-financing contributions by participating countries in order to ensure sustainability. With regard to the language of proposals, he noted that Portuguese is not an officially UN language and there is no capacity for translation of the project documents from or to Portuguese. However, he informed the meeting that both French and English proposals will be accepted. On the question of the need for external review of demonstration project proposals, Dr. Scheren noted that the regional Task Force would provide the forum for expertise, while individual experts might be called in upon need.

Mr. Naidoo from South Africa requested for clarification on the process that will be used to compare the fast demonstration projects that were accepted in previous initiatives with those that will be submitted later.

Dr. Van de Guchte also briefed the participants on the already identified demonstration project proposals as presented in document UNEP/GEF/WIOLAB/MWW.1/inf.2., noting that these proposals were developed under the auspices of the Regional Seas Programme and the Nairobi convention. He noted that during this process there was no complete coverage of the region since some countries were not involved in the process of selecting the demonstration projects. He furthermore noted that some of the proposals were just ideas that required further elaboration.

Dr. Van de Guchte suggested that the previous demonstration projects should be reviewed afresh and following this review, the MWW Task Force should establish the extent to which there are relevant to the present circumstances. He suggested that participating countries should inform the WIO-LaB Project Management Unit about any new suggestions or recommend the adoptions of earlier identified projects.

Dr. Van de Guchte informed the participants that there are two different types of demonstration projects that need to be developed. The first categories of such projects are those which are small

enough to be financed directly the project. The second category concerns larger projects, requiring substantial funding, where the WIO-LaB Project could support their development into bankable projects to be proposed to other donors. Dr. Van de Guchte informed the participant about other sources of funds that are targeting municipal wastewater and sanitation that participating countries should also consider to approach. He gave an example of the African Cities for HABITAT, etc. He also noted that it will also be important to identify funding agencies that can be approached to fund some of the demonstration projects.

Dr. Njau suggested that in order to ensure that more funds are available for demonstration projects, the number of meetings should be reduced to the minimum. He also emphasized on the need to proceed with the implementation of the two fast track demonstration projects as well as updating of the list of demonstration projects.

Dr. Scheren concurred with the suggestion that the number of meetings be reduced in order to channel more funds to demonstration projects. He however noted that reduction in the number of meetings will not release significant additional funds to the demonstration projects since the amounts earmarked for this component are limited. He also noted that the National MWW Task Force will be fully notified on the call for proposals and the type of proposals received. He also noted that the national Focal Points will be fully involved in the selection/review of demonstration projects and a number of review meetings that will partly detail the proposals are already factored into the WIO-LaB Project Work plan.

Dr. Francis suggested that the WIO-LaB Project Management Unit should come up with a pre-proposal development stage where the PMU invite participating countries to submit letters of interest. The letters of interest will be considered and if found suitable, applicants will be requested to develop full proposal according to a standard format.

Dr. Van der Guchte further presented the two proposed fast track proposals, outlines of which are presented in background document UNEP/GEF/WIOLAB/MWW.1/5 and UNEP/GEF/WIOLAB/MWW.1/6 respectively, highlighting the selection and review process that had led to these specific projects.

Mr. Sharvhani supported the two fast track projects but sought clarification on the budgets of the two projects wondering whether the WIO-LaB Project will be able to fund them without compromising the implementation of demonstration projects in other countries. The Project Manager informed the Task Force, if both demonstration projects are implemented, the project will be left with very little funds and it may not be possible to support other demonstration project in the region.

Mr. Ali Mohammed emphasized the need to ensure equity in the distribution of demonstration projects among the participating countries and noted that there is a need to demonstrate that WIO-LaB project is a project for 8 countries. He noted that the implementation of the two fast track demonstration projects will make nonsense of this in view of their large budget. He suggested that the two projects should be reviewed afresh in view of the need to ensure equity in the distribution of funds allocated for demonstration projects.

Dr. Francis supported the idea of implementation of fast track demonstration project noting that the process for review and selection of new demonstration projects may take long and hence the project should just proceed with the implementation of two fast track demonstration projects identified earlier. He informed the MWW Task Force that there was a transparent process that was involved in the selection of two fast track demonstration projects. He noted that all countries

in the region were invited to submit proposals which were later discussed and prioritized. The two demonstration projects emerged the top and were selected for implementation. He noted that it could be difficult for the Task Force to make decisions on which of the two projects need to be supported or endorsed. He suggested that the Task force should recommend that the fast track demonstration projects should not take more than 50% of the fund allocated for demonstration projects. He further noted that the two projects could be used to demonstrate some achievements for the region.

Mr. Mwanguni reminded the MWW Task Force on the implications of the implementation of the two fast track projects particularly in view of the need to ensure equity. He suggested that the implementation of these two projects should be considered together with other projects that will be developed by other participating countries.

Mrs. Melania Sangeu of the National Environment Management Council (NEMC) of Tanzania noted that the two demonstration project followed similar criteria and were ranked accordingly. Technical officers in Tanzania have already carried technical feasibility studies on the same and arrangements for up scaling of guidelines have been prepared.

Mr. Salim Mohammed noted that if Zanzibar project is dropped, it will be a lost opportunity since it is a community initiative and local community recognized the problem and approached NGO. .

Dr. Scheren noted that process that was involved in the selection of the two demonstration projects was legitimate. He however, commented that there is a need to factor in other co-financing in order to reduce the amount requested from the WIO-LaB Project. He noted that this will ensure more funds will be available to fund other activities in participating countries. Because of equity and funding limitations, WIO-LaB Project Management Unit and individual countries should explore possibilities of additional donor funding for implementation of demonstration projects.

On the way forward on fast track demonstration project, it was agreed that the two fast track demonstration projects for Dar es Salaam and Zanzibar should be supported. It was suggested that if funds are limited, the WIO-LaB Project should consider to support the implementation of one of the two projects. Dr. Scheren noted that in terms of selection criteria, Vetifer grass project scored highest and was therefore ranked first. He suggested this project be considered for implementation.

Mr. Joubert requested for clarification on the recommendations that were made in the previous meetings and in particular, how far those recommendations have been implemented. Dr. Van de Guchte responded noting that since no further funding was obtained from the Irish government, as envisaged, GPA had integrated its further action programme into the WIO-LaB project.

Dr. Francis suggested that due to budget limitation, the WIO-LaB Project should only provide partial support to demonstration projects (fund specific activities of the project). He suggested that the WIO-LaB Project Management Unit should establish guidelines stating clearly what specific activities can be funded by the WIO-LaB Project. If this is done, it can significantly reduce the budget for the two fast track demonstration projects.

The Task Force mandated the WIO-LaB Project Management Unit to make a further follow up on the two fast track demonstration projects and establish whether they can be implemented by the project based on the available budget and the need to ensure equity in the distribution of demonstration projects in other participating countries.

## **9 RECOMMENDATIONS OF THE MWW TASK FORCE IN THE EAST AFRICA REGION**

The Chairman introduced the above agenda item to the Task Force and invited the Rapporteur Dr. Munga, to present the draft recommendations of the MWW Task Force. The Chairman noted the need for the MWW Task Force to make a decision on how the recommendations will be presented to the Steering Committee.

Dr. Munga presented to the MWW Task Force the draft recommendations that were drafted in close collaboration with the WIO-LaB Project Management Unit. These recommendations are attached as annex 7 to this report.

Following the presentation of the above by the Rapporteur, the MWW Task Force discussed the draft recommendations and endorsed them with amendments.

## **10 ADMINISTRATIVE MATTERS OF THE MWW TASK FORCE**

The Chairman introduced the above agenda item and requested the Project Manager Dr. Scheren to brief the Task Force on the above agenda item.

Concerning the participation of countries in the MWW Task Force meeting, Dr. Scheren informed the meeting that there were several difficulties that the WIO-LaB PMU experienced in making travel arrangements for the participants. He noted that several participants did not confirm their participation in time. This complicated matters since all participants were supposed to complete IMIS Form before tickets could be purchased. He urged members to improve on the communication so as to avoid last minute rush in organizing travel.

## **11 ADPTION OF THE RECOMMENDATIONS OF THE MWW TASK FORCE MEETING**

The Chairman introduced the above agenda item and invited the MWW Task Force endorse the draft recommendations. The MWW Task Force subsequently approved the draft recommendations as presented in annex 7 to this report.

## **12 ANY OTHER BUSINESS**

The Chairman introduced the above agenda item and requested members of the MWW Task Force to suggest any other matters that they would like to discuss under this agenda item.

Dr. Van de Guchte suggested that there is a need for the WIO-LaB Project Management Unit to develop a website in order to facilitate sharing of information and documents.

Mr. Mukwevho on behalf of the South African delegation expressed gratitude to the WIO-LaB Project Management Unit and the organizer of the meetings for having seen it fit to invite South Africa. He also thanked the host country Tanzania for the warm hospitality received.

Based on the recommendation by the Chairman in earlier periods of the meeting, Dr. Scheren briefed the participants on the relationship between WIO-LaB Project Management Unit and the

Nairobi Convention including other agencies such as UNEP-GEF, UNOPS, and UNEP/GPA. He also briefed members on the linkages between the WIO-LaB Project Steering Committee, National Focal Points and inter-Ministerial Committees.

### **13 CLOSURE OF THE MEETING**

The Chairman brought to the attention of the Task Force on the above agenda item and invited the WIO-LaB Project Manager, Dr. Scheren to make some few closing remarks.

Dr. Scheren thanked the participants for their invaluable contributions to the MWW Task Force meeting and noted that the Project Management looks forward to working very closely with members of the MWW Task Force including other stakeholders in the region.

Mr. Daffa who represented the Chairman of the MWW Task Force, Dr. Magnus Ngoile, on behalf of the host country thanked the participants for their contributions.

There being no other business the meeting was officially closed at 8.00pm on Tuesday 19<sup>th</sup> April 2005.



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**ANNEX 2 LIST OF DOCUMENTS DISTRIBUTED DURING THE MEETING**

**Working Documents**

UNEP/GEF/WIOLAB/MWW.1/1	Provisional Agenda
UNEP/GEF/WIOLAB/MWW.1/2	List of Participants
UNEP/GEF/WIOLAB/MWW.1/3	List of Documents
UNEP/GEF/WIOLAB/MWW.1/4	Draft Terms of References for the WIO-LaB MMW Taskforce
UNEP/GEF/WIOLAB/MWW.1/4.2	Proposed Draft Terms of References for the WIO-LaB National MMW Taskforce
UNEP/GEF/WIOLAB/MWW.1/5	Proposed Activities 2005 of the MWW Task Force, UNEP-GEF Project
UNEP/GEF/WIOLAB/MWW.1/6	Report of the Task Force on Municipal Wastewater Management (MWW) Inception Meeting

**Information Documents**

UNEP/GEF/WIOLAB/MWW.1/inf.1	Summary of the recommendations of MWW regional meetings.
UNEP/GEF/WIOLAB/MWW.1/inf.2	Proposed List of Candidate Pilot Projects of the 2nd Regional Meeting on MWW.
UNEP/GEF/WIOLAB/MWW.1/inf.3	UNEP-GEF WIO-LaB Project Work Plan for 2005 (Draft).
UNEP/GEF/WIOLAB/MWW.1/inf.4	Tentative Checklist – UNEP/GPA Draft Pilot Project Selection Criteria (UNEP/GPA, 2003)
UNEP/GEF/WIOLAB/MWW.1/inf.5	Pre-feasibility Study: Pilot Project on Potential use of Vetiver Grass for Marine Protection, Msimbazi Creek, Dar es Salaam, Tanzania
UNEP/GEF/WIOLAB/MWW.1/inf.6	Pre-feasibility Study – Pilot Project on Wastewater Management at Msingini Ward, Chake Chake Pemba, Zanzibar

## Reference Documents

1. Report of Consultative Meeting on Municipal Wastewater, Dar es Salaam, Tanzania, 11-15 June 2001  
([www.gpa.unep.org/pollute/documents/SAP/regional%20meeting%20documents/dar%20es%20salaam.pdf](http://www.gpa.unep.org/pollute/documents/SAP/regional%20meeting%20documents/dar%20es%20salaam.pdf))
2. Overview of Socio-Economic Opportunities Related to Sewage Management of the Coastal Urban Centers of the Eastern Africa Region (UNEP/GPA August 2000)  
([www.gpa.unep.org/documents/other/sociooverview/Final%20socio-economic%20overview%20Report.doc](http://www.gpa.unep.org/documents/other/sociooverview/Final%20socio-economic%20overview%20Report.doc))
3. Cost-Benefit Analysis Case Studies in /eastern Africa for the GPA Strategic Action Plan on Sewage (IMS/UNEP/GPA 2002)
4. Report of the 2nd Eastern Africa Regional Meeting on Municipal Wastewater Management, Mombasa, Kenya, 7-8 March 2003  
([www.gpa.unep.org/pollute/documents/SAP/regional%20meeting%20documents/mombasa.pdf](http://www.gpa.unep.org/pollute/documents/SAP/regional%20meeting%20documents/mombasa.pdf))
5. Training Manual for Improving Municipal Wastewater Management in Coastal Cities  
([www.gpa.unep.org/pollute/documents/SAP/capacity%20building%20and%20training/Training\\_Manual\\_Wastewater.pdf](http://www.gpa.unep.org/pollute/documents/SAP/capacity%20building%20and%20training/Training_Manual_Wastewater.pdf))
6. Pilot project Msimbazi Creek, Tanzania (Vetiver grass application)
7. Pilot Project Msingini, Zanzibar (wastewater and storm water)
8. The Regional Annex to the Recommended Framework for Decision-Making; Eastern Africa Region, Draft (UNEP/GPA, 2002)
9. Guidelines for Municipal Wastewater Management
10. 10 Keys for Local and national Action
11. Strategic Action Plan on Municipal Wastewater (SAP)
12. Water Supply and Sanitation Coverage in UNEP Regional Seas, Need for Regional Wastewater Emission Targets?
  - Section I: Regional presentation of data (UNEP, 2002)
  - Section II: Targets and Indicators for Domestic Sanitation & Wastewater Treatment: Discussion paper (UNEP, 2003)
  - Section III: An Inventory of Regional Specific Data and the Feasibility of developing Regional Wastewater Emission Targets (WET) (UNEP, 2004)
13. Overview of Land-based Sources and Activities Affecting the marine, Coastal and Associated Freshwater Environment in the eastern African Region (UNEP 1998)
14. SANICON (Sanitation Connection) brochure
15. Sewage Web-text
16. GPA CD-ROM



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**ANNEX 3 AGENDA**

1. Opening of the meeting
2. Welcome Address/Introductory Remarks
  - Nairobi Convention Secretariat (UNEP)
  - Global Programme of Action (UNEP/GPA)
  - WIO-LaB Project Office (UNEP/GEF)
3. Organization of the meeting
  - Election and designation of officers of the Task Force (Chair and Rapporteur)
4. Adoption of the Agenda
5. Context of the MWW Task Force
  - Outline and objectives of the UNEP-GEF WIO-LaB Project
  - Presentation of UNEP/GPA on the Status of the GPA Strategic Action Plan on Municipal Wastewater, especially the outputs of Dar es Salaam and Mombasa Meetings
6. Consideration of the Draft Terms of Reference for the WIO-LaB MWW regional and national Task Forces
7. WIO-LaB MWW Task Force activity plan
  - Activity Plan for the Task Force on Municipal Wastewater Management in the East African Region
8. Review of potential demonstration projects
  - List, review and prioritize earlier identified proposals for demonstration projects in the region
  - Identify and discuss way forward on potential fast-track projects
9. Presentation of recommendations of the MWW Task Force in the East African Region
10. Administrative matters of the MWW Task Force
11. Adoption of the recommendations of the MWW Task Force meeting and messages to be submitted to the Steering Committee.
12. Other business
13. Closure of the meeting



## **ANNEX 4 TERMS OF REFERENCE OF THE REGIONAL MUNICIPAL WASTEWATER TASK FORCE**

### **Background and Context**

The WIO-LaB project focuses on addressing major land-based activities in the region and represents a strong partnership between the EAF countries (Kenya, Tanzania, Mozambique, South Africa, Madagascar, Seychelles, Comoros and Mauritius), the Norwegian government, UNEP, and the GEF. The project is designed to serve as GPA demonstration project and aims to achieve three major objectives:

- Reduce stress to the ecosystem by improving water and sediment quality;
- Strengthen regional legal basis for preventing land-based sources of pollution through GPA; and
- Develop regional capacity and strengthen institutions for sustainable, less polluting development.

The implementation of the WIO-LaB activities in the Western Indian Ocean (WIO) Region will contribute to the realization of the UNEP-GPA commitments, which is in line with the approved Strategic Action Programme (SAP) for the Region by the First Meeting of the Contracting Parties to the Nairobi Convention in March 1997.

### **Rationale and Purpose**

A Regional Municipal Wastewater Task Force (MWW TF) will be established in order to facilitate the achievement of the regional goals and objectives in the area of wastewater management. The overall responsibility of MWW TF will include:

- To ensure effective implementation of activities defined in MWW related components of the project;
- Co-ordination of the work of the National MWW TF /coordination mechanisms in each of the participating countries; and
- To provide a mechanism for exchange of information and experience of wastewater management activities, including overseeing the implementation of demonstration projects in each country.

### **Membership**

The Regional MWW TF of the UNEP-GEF WIO-LaB Project shall consist of experts nominated by the government of each participating country, together with one member of the Project Office and selected regional experts or stakeholders (upon need).

The membership of the TF shall be formally established at the first meeting of the TF, which shall elect a Chairperson and a Reporter from amongst its members.

The Chairperson of the MWW TF will represent the Regional MWW TF on the WIO-LaB Project Steering Committee (PSC).

### **Regional MWW Task Force Terms of Reference**

The Regional MWW TF shall:

1. Facilitate the development of a coherent regional vision and strategy for work on municipal wastewater within the context of environmentally sustainable development;
2. Encourage each country to build a constituency for work on PADH among formal and informal stakeholders, including governments, management authorities, private sector, communities, and facilitating dialogue between collaborators such as WIOMSA, NGOs, CBOs, and other Task Forces, in order to maximize synergies at all levels of work on MWW Management;
3. Provide and facilitate access to technical advice across all levels of work on municipal wastewater, including the development of a regional annex to the GPA Guidelines and Best Practices and Procedures for Municipal Wastewater Management, and an inventory of sources of MWW;
4. Provide and facilitate access to technical advice across all levels of work on demonstration projects of municipal wastewater management, including selection criteria setting and project screening and replication;
5. Provide advice to strengthen the legal and institutional framework at all appropriate levels for the management of municipal wastewater;
6. Develop Terms of Reference for national MWW TF / Coordination and Implementation Mechanisms, review and support the creation/use of appropriate mechanisms for such, so as to support the development of local capacity in research, management and governance, coordinate communication at the national level and serve as a platform for local initiatives;
7. Encourage each country to apply the GPA Guidelines for Municipal Wastewater Management and its regional annex;
8. Facilitate and support the preparation of national level reports on sources of municipal wastewater, including types of sources, characteristics and quantities of wastewater produced, measures taken for pollution control, and coverage with and type of treatment facilities and possible re-use options, so as to provide a basis for advocacy, reporting and information dissemination, as well as the development of National Action Programs and a regional Strategic Action Plan;
9. Facilitate and support the identification of training needs, and the implementation of training activities related to MWW management for different categories of stakeholders, including legislators, decision makers, private sector and community groups, and propose priority training requirements for the region;
10. Facilitate and support the development of relevant environmental education and awareness raising programs related to MWW management;

11. Identify, review and propose ways of strengthening regional/national public-private partnerships in MWW management; and
12. Provide technical advice and assist in fundraising for implementation of municipal wastewater management related activities and/or projects that will benefit the region and individual countries.



## **ANNEX 5 TERMS OF REFERENCE FOR THE MUNICIPAL WASTEWATER TASK FORCE / COORDINATION MECHANISMS AT THE NATIONAL LEVEL**

### **Background**

The role of the National Municipal Wastewater Task Force (National MWW TF) / Coordination and Implementation Mechanisms is to provide the national forum for the execution of tasks of the Regional MWW TF. The exact constituency of the Task Force / Mechanism may differ from country to country, and may where appropriate build upon or integrated into existing systems.

The National MWW TF / Mechanism is a working group and its role is mainly of a technical and scientific nature. The TF / Mechanism will report to the National Focal Point in order to allow co-ordination at the national level.

The National MWW TF / Mechanism will be composed of experts from various government and non-government organizations and institutions. Members of the committee will provide a wide spectrum of expertise and interests in diverse areas such as wastewater management, treatment technologies, water pollution control, socio-economics, environmental management, planning and development, education and public awareness.

### **Terms of Reference of the National MWW TF / Coordination and Implementation Mechanism**

The National MWW TF /Coordination and Implementation Mechanism shall:

1. Facilitate and support the development of a coherent national vision and strategy for work on municipal wastewater within the context of environmentally sustainable development;
2. Facilitate and support the collection of data and information as may be required from time to time by the Regional MWW Task Force or any other Task Force established within the auspices of the UNEP-GEF WIO-LaB Project;
3. Facilitate and support, through the MWW Regional Task Force, the preparation and/or review of regional reports and synthesis of data, information and research results regarding the LBA's and sources of pollution including the status of critical ecosystems in participating countries;
4. Facilitate and support the identification, development and implementation of demonstration projects on municipal wastewater management in the country;
5. Provide advice to strengthen the legal and institutional framework at all appropriate levels for the management of municipal wastewater in the country;
6. Facilitate and support the development of a regional annex to the global Guidelines on the Best Practice and Procedures for Municipal Wastewater management, in consideration of the national context;

7. Facilitate and support the preparation of a national report on sources of municipal wastewater, including types of sources, characteristics and quantities of wastewater produced, and measures taken for pollution control;
8. Facilitate and support the identification of national training needs, and the implementation of training activities related to MWW Management for different categories of stakeholders, including legislators, decision makers, private sector and community groups, and propose priority training requirements for the country;
9. Facilitate and support the development of relevant environmental education programs related to MWW management;
10. Facilitate and support the identification, review and implementation of activities geared at strengthening of national public-private partnerships in MWW management;
11. Facilitate and support fundraising for the implementation of municipal wastewater management related activities and/or projects that will benefit the region and individual countries.



**ANNEX 7 RECOMMENDATIONS FROM THE 1ST MUNICIPAL WASTEWATER (MWW) TASK FORCE MEETING**

1. The MWW Task Force recommends the Project Steering Committee to endorse the amended terms of reference for the Regional and National MWW Task Force mechanisms.
2. The MWW Task Force recommends the Project Steering Committee to endorse the workplan for the MWW Task Force.
3. Under the general guidance of the National Focal Points for the project, each country representation should look into national mechanisms for implementation and coordination of activities related to MWW among formal and informal stakeholders at national level.
4. The project should build on the achievements of the previous meetings or initiatives on MWW management, acknowledge the global GPA MWW guidelines and support the development of regional annexes to these guidelines.
5. The National Focal Point should coordinate all national-level project activities related to MWW management, including the review and submission of demonstration project proposals.
6. The membership of the regional MWW Task Force should be made up of a core group of representatives / experts nominated by governments, as well as invited experts and representatives as need arises.
7. Membership to the core national implementation team should consider institutional mandates to ensure sustainability. There should however be provision for co-opting other experts as need arises.
8. The Project Steering Committee should mandate the Project Management Unit to review the possibility of initiating implementation of the two proposed fast track demonstration projects, taking consideration of the fact that an appropriate balance between the benefits of the project to the participating counties should be maintained as much as possible.
9. The Project Steering Committee should facilitate the mobilization of additional funds for the implementation of demonstration projects.
10. The Project should seek large stakeholder participation in its activities related to MWW management, as a means to improve sustainability.
11. The preparation of proposals for demonstration projects should be preceded by letters of intent for pre-selection prior to the development of full fundable proposals.
12. The preparation of demonstration project proposals should follow standard guidelines and should be subjected to standard selection criteria as prepared by the Project Management Unit.
13. Proponents should be encouraged to develop bankable project proposals which may attract external funding.