

# 2<sup>nd</sup> Regional Meeting SWIM – Sustain Water MED SWIM Program

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## 1. List of Abbreviations

AGIRE	GIZ Programme in Morocco for Integrated Water Resources Management
ABH-SMD	Basin Agency of Agadir and more specifically of the Souss-Massa et Draa region
AV	Project coordinator (GIZ Internal term)
BA	Baseline Assessment
BAU	Al-Balqa Applied University
BMZ	Federal German Ministry for Economic Cooperation and Development
CW	Capacity Work
DHS	Downflow Hanging Sponge
ECOSAN	Ecological Sanitation
ENEA	Italian National Agency for New Technologies, Energy and Sustainable Economics
EU	European Union
GIS	Geographic Information System
GIZ	German Agency for International Cooperation
HCWW	Holding Company for water and waste water
IUCN	International Union for the Conservation of Nature
MDG	Millennium Development Goals
MENA	Middle East and North Africa region
NGO	Non-governmental organisation
NSC	National Steering Committee
ONAS	National Sanitation Utility
PN	Project number (GIZ internal term)
SM	Support Mechanism
SusSanA	Sustainable Sanitation Alliance
SWIM	Sustainable Water Integrated Management
TC	Technical Committee
ToR	Terms of Reference
TWW	Treated Waste Water
UASB	Upflow Anaerobic Sludge Blanket
WAJ	Water Authority of Jordan
WC	World Café
WWTP	Wastewater treatment plant

## 2. Background and context

### ❖ Overview

Sustain Water MED is part of Sustainable Water Integrated Management Program (SWIM), a Regional Technical Assistance Program launched by the European Commission. The aim of SWIM is the extensive dissemination and effective implementation of sustainable water management policies and practices in the southern Mediterranean Region.

SWIM consists of two major components, which are inter-related and complement each other: A Support Mechanism (SWIM SM) and five Demonstration Projects, which were approved by the European Commission and started implementation at the beginning of 2012.

The SWIM-Sustain Water MED project is one of these five demonstration projects. It consists of a network of demonstration activities for sustainable integrated wastewater treatment and reuse. It works in four countries across the southern Mediterranean region, implementing demonstration projects in Morocco, Tunisia, Egypt and Jordan. Each of the demonstration projects tackles a different aspect pertaining to wastewater treatment and reuse:

- A sustainable concept of locally adapted wastewater and human excreta management in Morocco based on eco-sanitation principles.
- A socio-economic and environmentally feasible decentralized / semi-centralized low cost wastewater treatment and reuse system in Jordan and Egypt;
- An effective wastewater quality monitoring and early warning system to promote the safe usage of treated wastewater in the agricultural field in Tunisia.



The expected outputs of the project are:

- To raise awareness of adequate reuse-oriented low-cost wastewater treatment technologies.
- To support partner countries in designing and implementing sustainable water management policies with regards to adequate treatment and reuse of wastewater.
- To contribute to the development of necessary planning and management skills at the local and national levels and facilitate regional know how transfer and cooperation.

While the overall objective of SWIM is “**Water supply in the region is secured through sustainable integrated water policies and programs**” the specific objective of SWIM Sustain Water MED is “**Sustainable management of the non- conventional water resources in partner countries is improved**”.<sup>1</sup>

<sup>1</sup>(Source: Inception Report approved by the EU 15 Aug 2012).

The project's first Regional Meeting was held on the 10<sup>th</sup> and 11<sup>th</sup> of December 2012 in Amman, Jordan. During this workshop, the project consortium members reviewed accomplished activities and planned next activities for the project's second implementation year.

The second Regional Meeting took place on the 13<sup>th</sup> and 14<sup>th</sup> of May 2013 in Tunis, Tunisia. This meeting enabled consortium members to exchange experiences on further progress that was achieved in the individual pilot activities as well as go into further details with regard to accompanying measures such as the socio-economic and environmental impact assessment as well as public awareness raising measures.

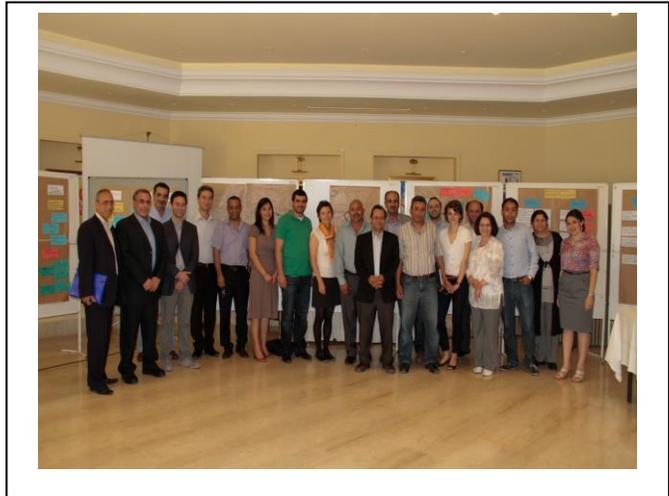
The meeting was launched by Director General of the Tunisian National Sanitation Authority (ONAS), Mr. Khalil Attia, who is in charge of the pilot activities in Tunisia. Mr. Attia welcomed the participants and wished them a fruitful workshop, expressing his overall support to the project. The GIZ Project Coordinator, Guy Honore complemented these welcoming words with a short speech highlighting the merits of regional exchanges as optimal learning experiences.

### ❖ Participants<sup>2</sup>

The meeting aimed to involve all consortium members in a regional exchange. Members include:

Adelphi Research gGmbH, Germany; Italian National Agency for New Technologies, Energy and Sustainable Economics (ENEA), Italy; Hydrological Basin Agency of Agadir (ABH-SMD,) Morocco; National Sanitation Utility (ONAS), Tunisia; Holding Company for Water and Wastewater (HCWW), Egypt, Al Balqa Applied University (BAU), Jordan and International Union for Nature Conservation (IUCN), Jordan.

28 experts attended the meeting representing all consortium members as well as representatives from the EU Tunisia and related GIZ projects.



### ❖ Meeting objectives

The meeting started with a presentation of the meeting's main objectives<sup>3</sup>:

- Present status reviews and exchange lessons learned between the different pilot projects.
- Assess individual pilot projects according to the 5 success factors of Capacity Works: Strategy, Steering, Cooperation, Processes and Learning and Innovation.
- Confirm the Action Plan for the second half of 2013, focusing on:
  - Administrative and financial issues

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<sup>2</sup> The participant's list is available on the internal area of the website (accessible to Consortium partners)

<sup>3</sup> The meeting' agenda is available on the internal area of the website (accessible to Consortium partners)

- The individual socio-economic and environmental impact assessments
- Additions to the Capacity Development Strategy
- Outreach and Visibility Strategy

#### ❖ **Participants' expectation**

Going into the 2-day workshop, the participants had the following expectations:

- Ensure knowledge sharing:
  - Receive information on the progress in other pilot projects.
  - Obtain more general information about other projects.
  - Receiving new ideas through a regional exchange.
- Enhance the planning structure:
  - Clarify the status of activities in MENA countries.
  - Define all pilot activities.
  - Define gap in regional baseline assessments.
  - Clarify the task and time schedule of EU partners.
  - Agree on next steps for SWIM-Sustained Water MED project.
- Increase synergy among partners:
  - Strengthen partnership (peer to peer, workshops, regional meetings).
  - Plan in accordance with other regional partners.
  - Ensure project ownership.
- Reduce administrative obstacles

### **3. Part one: Progress Review**

The meeting stretched over two days<sup>4</sup>. On the first day, participants reviewed activities accomplished in the 1<sup>st</sup> half of 2013, obstacles faced and procedures required for continuation. The first day of the workshop was open to external projects, enabling networking and an even bigger scope for experience sharing. On the second day, the workshop was limited to consortium members and was dedicated to the detailed planning of the second half of the Action Plan focusing on the socio-economic and environmental impacts assessment, capacity developing measures and outreach/visibility work. Participants were also given the opportunity to clarify remaining questions regarding the administrative and financial procedures of the project.

#### ❖ **Overall progress – regional point of view**

##### **Presented by Dr. Ismail Al Baz – Senior Project Manager, GIZ**

The first presentation on the “overall progress – regional level” given by Ismail Al Baz, reviewed major highlights achieved until mid-2013:

- 1<sup>st</sup> Progress Report submitted to BMZ and EU
- Accomplishment of the BA in Jordan
- Considerable achievements in the BA in Tunisia and Morocco
- Clarification in the Egyptian partnership

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<sup>4</sup> Detailed agenda is available in the Annex.

- Launching of tendering in Jordan
- Launching of the 1<sup>st</sup> Regional Training in Morocco (announcement, candidate selection)
- Stakeholder Analysis and 'scoping session' in Jordan
- EIA in Jordan

Based on the presentation and discussion with participants, some challenges/opportunities were highlighted:

- Need for a periodic follow-up of the Action Plan.
- Need to respect the deadlines regarding the cash flow and the Action Plan.
- Need for a sustainability plan for post-project termination.
- The 6-months delayed project start-up and no extension beyond 2014 project end.
- Scope for improvement in benefitting from synergies among project partners and with other relevant initiatives.

❖ **Progress review by country**

**Morocco (power point presentation available on project website)**

**Presented by Mohammad El Ghali Khiyati, GIZ Morocco:**

- **Establishment and regular meetings with the National Steering Committee**
  - 1st Technical Committee Meeting workshop with GIZ/ABH-SMD (Agadir, 30-5-2012)
  - Identification of national and local stakeholders (administration, NGOs....)
  - Development, presentation and approval of the operation plan/budget
  - Organization of a National Kick-Off meeting
  - 1st Steering Committee Meeting in the Tinghir province with the governor and local stakeholders
  - National Kick-off meeting -(Tinghir, 28-6-2012)
  - 2nd Technical Committee Meeting workshop with GIZ/ABH-SMD (Agadir)
  - Agreement to jointly develop guidelines on sanitation and reuse for rural areas
  - Elaboration and submission of the report on the Regional Workshop on Ecological Sanitation in rural areas during the year 2013
- **Baseline assessment and final adjustment of pilot activity in the pilot area of the community of Aït Sedrate Jbel Soufla:**
  - Collection and analysis of existing and ongoing studies and information on water and sanitary systems in the study area
  - Collection of data and information of previous projects, (pilot project of rural ecological sanitation in Dayet Ifrah, etc.) and other relevant of SuSanA, projects
  - Developing a summary report of the studies and information collected
  - Evaluation of volumes available for storm water and the potential for their use
  - Evaluation of volumes available for wastewater and sanitation products with the potential for reuse practices
  - Interviews with the local population (household and institutions)
  - Producing a survey using an updated questionnaire (from the one used in Dayet Ifrah-GIZ AGIRE's pilot project)
  - Synthesis and evaluation of survey results

- Diagnosis of water management systems, storm water management systems, irrigation and sanitation systems in the community of Aït Sedrate Jbel Soufla
- Development of an inventory and diagnostic report on water management systems, storm water management systems, irrigation and sanitation systems in the community of Aït Sedrate Jbel Soufla
- Development of a database on GIS
- Integration of topographic data, soil maps, geology, agriculture, infrastructure, water management systems and sanitation ...
- Geo-informatics characterization of the Dades Valley
- Development of a database on GIS
  
- **Action oriented capacity development and awareness raising**
  - Meeting with representatives of the local population, Ait Idir (14 March 2013)
  - Presentation of the project objectives and raising public awareness with regards to the sustainable management of water resources

**Tunisia: Enhanced Treated Wastewater Quality Control and Governance Structures between Farmers and Water Providers in the Governorate of Medenine:**

**Presented by Anne Chaponniere, GIZ Tunisia**

- The Baseline Assessment is in progress. The final approved version is expected in September 2013.
- The National Steering Committee has met 5 times and has been actively involved in validating the ToR as well as the recruitment process.
- The Tunisian pilot project will establish a system for water quality monitoring, control and early warning as well as develop water quality based contracts between farmers and wastewater providers. The objective is to promote the safe reuse of treated waste water. This project takes place in the region of Oueljet El Khodher, Governorate of Medenine, in the Southeast of Tunisia. The WWTP currently provides 4000 m<sup>3</sup>/day of secondary treated water, which is used to irrigate about 30 ha of agricultural land located nearby. Farmers in the project zone have repeatedly raised the issues of water quality as an obstacle to its wider usage.
- The project pursues the following process-outputs:
  - Development of an early warning system
    - Evaluation of the reference situation (baseline assessment)
    - Design of early warning system
    - Implementation of the system
    - Evaluation of the systems environmental, economic and social impacts
  - Development of water quality based contracts
    - Support a dialogue on this issue between relevant authorities
    - Propose a template for a contract between the supplier of wastewater and the potential user of the treated wastewater
  - Capacity development
    - Technical training sessions on the early warning system

- Technical session on good agricultural practices for treated wastewater reuse
- Public awareness / communication :
  - Establishment of a national steering committee
  - Awareness sessions on site regarding the project implementation

**Egypt: Decentralized Wastewater Treatment and Reuse at village level in a rural area:**

**Presented by Rifaat Abdel Wahaab, HCWW Egypt**

- Selection of a pilot project beneficiary and location: Al-Gezayra village in the Ismailia Governorate. The village has 1000 inhabitants.
- Achievements so far:
  - Assessment of the challenges and success factors of past small-scale sanitation initiative in Egypt:
    - Field visits
    - Survey for data collection & evaluation
    - Interviews with key-stakeholder in the pilot area
    - Literature review of past initiatives
    - Elaboration of TORs and launching of tendering process for Baseline Assessment Study
  - Preliminary Investigation Results / Low Cost & Appropriate WWT Technologies
    - Upflow Anaerobic Sludge Blanket (UASB)
    - Septic Tank / Modified Septic Tank / Anaerobic Baffled Reactors (ABR)
    - Stabilization Ponds
    - In-stream Wetland System
    - Down Flow Hanging Sponge (DHS)
  - Presentation of SWIM Sustain Water MED at Water Berlin Conference.

**Jordan: Decentralized Wastewater Treatment and Reuse at building level (at the Head Quarters of the Public Security Directorate near Amman):**

**Presented by Sameeh Nuimat, ICUN and Naser Manaseer, BAU Jordan**

- National Steering Committee meets regularly and is involved in the evaluation and approval of the baseline assessment study, supervising the tendering process and giving general strategic and technical advice.
- The Sequencing Batch Reactor was selected for the Jordanian pilot activity.
- BA comments, disseminated, finalized
- Launching of tendering (5 companies contacted)
- Jordanian candidates for Regional Training Course selected
- Public Hearing of stakeholders was organized in March 2013 within the context of the EIA. During the event, participants representing different ministries identified socio-economic and environmental indicators for the Environmental Management Plan of the project.

- EIA for pilot activity to be finalized soon
- Stakeholder Analysis accomplished.

❖ **Film on SWIM SM and Demo Projects**

The film is available in English, French and Arabic on the website of SWIM Support Mechanism (SWIM SM). The country teams are encouraged to use the video for events to draw attention to the bigger framework within which the individual country pilot projects operate.

[http://www.swim-sm.eu/index.php?option=com\\_content&view=article&id=160&Itemid=28&lang=en](http://www.swim-sm.eu/index.php?option=com_content&view=article&id=160&Itemid=28&lang=en)

❖ **Highlights**

**Regional Training Course on ECOSAN in Morocco**

**Presented by Mohammad El Ghali Khiyati, GIZ Morocco:**

The training course aims to equip policy-makers related to sanitation issues with the relevant background information and practical know-how in order to assess feasibility and implementation possibilities for ECOSAN systems in their countries.

The course therefore provides a theoretical and practical overview of:

- Basics on sanitation services in developing countries (with a focus on MENA countries), including: the international framework conditions (MDGs) and short-comings of conventional systems.
- Available technologies and reuse options (collection, transfer and treatment of excreta and greywater; safe reuse; rainwater harvesting, biogas production) – including best practices in the MENA region.
- Project management considerations and sustainability criteria (i.e. accompanying measures covering socio-cultural, financial, institutional, environmental, gender as well as hygiene and health impacts).
- Regional and international networks and interventions on ECOSAN (with a focus on the MENA region).

NO.	Activities	Date
Morocco ECOSAN regional training		
1	Program to be sent	14.05.2013
2	Feedback from partners	15.05.2013
3	Participants selection	20.05.2013
4	Distribution of invitation letters	21.05.2013
5	Training at Rabat / Ibis Hotel	24 – 28 .06.2013

### **Regional Training Course on Decentralized Wastewater Treatment and Reuse in Jordan**

**Presented by Naser Almanaseer, BAU Jordan:**

The 2<sup>nd</sup> Regional Training will be on Decentralized Wastewater Treatment and Reuse and will take place in Amman, Jordan. The objective of the training will be to provide a technical overview of the principles, technologies and benefits of Decentralized Wastewater Treatment and Reuse

Participants jointly agreed on the following logistics:

NO.	Activities	Date
Jordan Decentralized waste water treatment		
1	Training announcement and application form to be sent to all partners	25.07.2013
2	Deadline for submission of Applications	09.09.2013
3	Participants selection	12.09.2013
4	Invitation letters to be sent	19.09.2013
6	Training date	3 - 7.11.2013
	The training will be conducted in English with simultaneous translation into Arabic / Training material will be available in English and Arabic (or French – to be determined)	

### **Tunisian-Jordanian Workshop on the Reuse of Marginalized Water in Agriculture organized on 09th of June (power point presentation available on project website).**

**Presented by Khaled Bedoui, GIZ Tunisia:**

- On the 9<sup>th</sup> of June, SWIM Sustain Water MED organized a workshop on the ‘Reuse of Marginalized Water in Agriculture’ between representatives of the environmental, water and agricultural sectors, farmers as well as the research community of Tunisia and Jordan.
- The objective of the workshop was to engender a benchmarking process between policy-makers from these two MENA countries on improved ‘reuse’ strategies and methods.
- During the workshop, participants from both sides actively discussed:
  - Standards for reuse (in Tunisia the standards will soon be revised under the responsibility of the Ministry of Environment)
  - Best practices in sludge treatment for soil quality enhancement
  - The crop-monitoring system that was established in Jordan
  - The cross-sector network for monitoring
  - Comprehensive on-farm training measures

- The workshop succeeded a one-week site visit of a Jordanian delegation to different ‘best practices’ sites in Tunisia. The Jordanian Delegation was made up of farmers as well as representatives of water, food and drug as well as agricultural sector.

❖ **Teambuilding measure**

After the end of the first day, consortium members could continue their ‘exchanges’ and conversations during a cultural excursion to the historical suburbs of Tunis - Carthage and Sidi Bou Said.

**4. Part two: Detailed planning**

In the second day, participants split into four working groups according to partner country affiliation. Using the world cafe approach, four café stations were set up, each representing an important aspect of the project’s management. This exercise allowed each country team to discuss these aspects in details for their own comprehension and to add to project documents for further clarifications.

Based on the last regional meeting as well as monthly ‘jour-fixe’ between the project’s coordination team and the country teams, the following topics were chosen for the café stations; Update of the Action Plan: Special focus on awareness/visibility/replication; Project management assessment using Capacity Works; Impact assessments and Administrative and financial issues.

❖ **Action Plan: Public Awareness/Visibility/Capacity Development**

All the discussion, activities, comments are reflected in the Regional Action Plan (available on the internal area of the website).

❖ Impact Assessment

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
<p><b>1. Baseline Assessment</b></p>	<b>Jordan</b>		
	<p>Baseline Assessment study finalised and already revised/commented by adelphi and ENEA.</p> <p>Results were presented to the Steering Committee of the Jordan pilot project.</p> <p>Final version posted on website. Further comments by project partners (optional) are still possible and a <i>Critical Review</i> may be included in order to specify some aspects (e.g. a reference list has not been included).</p>	<p>Support already given.</p>	<p>No specific deadline for Critical Review has been fixed.</p>
	<b>Tunisia</b>		
	<p>Baseline Assessment being finalised (a first draft has already been sent).</p>	<p>Revision/Comments to the Baseline Assessment</p>	<p>Final preliminary draft to be expected by May 20<sup>th</sup>, 2013.</p> <p>Comments by EU partners within June/July 2013.</p>
	<b>Egypt</b>		

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
	<p>Baseline Assessment will be developed by an external consultant.</p> <p>Besides the technical information on the wastewater treatment unit and on water resources, at this stage, questionnaires have been prepared in order to assess socio-economic framework and to evaluate the amount of animal manure in wastewater to be treated. Also, the BA will include information on gender issues and will provide a suggestion on the technology to be chosen.</p> <p>A separate consultant will be recruited to assess the final specification of the pilot activity (see information included below).</p>	<p>Revision/Comments to the Baseline Assessment.</p>	<p>ToRs for the Baseline Assessment have been issued, proposals will be collected until May 23<sup>rd</sup>, 2013. Selection of the consultant within one week, start of the work on the BA within 6 weeks (BA to be expected by July 2013).</p> <p>Comments by EU partners expected in July 2013.</p>
<b>Morocco</b>			
	<p>Baseline Assessment being finalised (assessment on sanitation finished; assessment on grey water harvesting still to be completed).</p>	<p>Revision/Comments to the Baseline Assessment.</p>	<p>Baseline Assessment defined and sent to partners within 15/06/2013.</p> <p>Comments by EU partners expected within 30/06/2013.</p> <p>Final BA to be approved by all stakeholders of the pilot project by August 2013.</p>

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
<b>2. ToR and Finalisation of Pilot Activity specifications</b>	<b>Jordan</b>		
	<p>ToR and Pilot Activity finalised and already revised/commented by Adelphi and ENEA.</p> <p>Final version posted on website. A further verification of certain aspects is still to be carried out (Dr. Abbassi): e.g. to be verified if the WW characterisation can be considered as representative.</p>	<p>Support already given.</p>	<p>No specific deadline for further revision has been fixed.</p>
	<b>Tunisia</b>		
	<p>ToR and Pilot Activity to be defined according to the final version of BA.</p> <p>Next Steering Committee meeting will result in the definition of a list of parameters to be monitored, also taking into account the available budget.</p> <p>A cost breakdown of the pilot installation is needed.</p>	<p>Revision/Comments to the ToR and Pilot Activity Plan: in particular, technical support regarding the list of parameters to be monitored is requested.</p>	<p>ToR and Pilot Activity finalised within June 2013.</p> <p>Comments by EU partners within July 2013.</p>
	<b>Egypt</b>		
	<p>ToR being developed by an external consultant (different from the BA developer).</p> <p>The final selection and specification of the treatment technology to be</p>	<p>Revision/Comments to the ToR and Pilot Activity Plan.</p>	<p>Definition of treatment technology within 15/06/2013.</p> <p>Comments by EU partners expected within 30/06/2013.</p>

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
	applied in the Pilot Activity will be carried out within this task.		
	<b>Morocco</b>		
	ToR to be defined and shared with national stakeholders and then approved.	A template for ToR is requested (Jordan template can be used).  Revision/Comments to the ToR and Pilot Activity Plan.	ToR defined within 31/08/2013.  Comments from ENEA on technical aspects within 30/09/2013.
<b>3. Tendering procedure</b>	<b>Jordan</b>		
	Tender documents prepared and published on 08/05/2013.	Assistance in tendering evaluation (optional, if requested).	No specific deadline has been fixed.
	<b>Tunisia</b>		
	Tender documents to be defined and issued.	Comments to tendering documents.	Tender documents defined within August 2013.  Comments by EU partners expected within September 2013.
	<b>Egypt</b>		
Tender documents to be defined and issued.	A template for Tender documents is requested (Jordan template can be used).	Tender documents defined within August 2013.	

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
		Other types of requested support not specified.	
	<b>Morocco</b>		
	Tender documents to be defined and shared with national stakeholders and then approved.	A template for Tender documents is requested (Jordan template can be used).  Comments to tendering documents.	Tender documents defined within 30/08/2013.  Comments from ENEA on technical aspects within 15/10/2013.
<b>4. Environmental Impact Assessment (EIA)</b>	<b>Jordan</b>		
	EIA being finalised, stakeholder analysis in progress.	No technical support is needed.	EIA submitted within 30/06/2013.
	<b>Tunisia</b>		
	No EIA is requested.		
	<b>Egypt</b>		
	EIA requested, to be defined and submitted to authorities and to the public.	Evaluation of stakeholder analysis.	EIA issued within September 2013.
	<b>Morocco</b>		
EIA requested, to be defined and submitted to authorities and to the public.	No technical support is needed.	EIA issued within 30/08/2013.  Comments from ENEA on technical aspects within 15/10/2013.	

Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
<b>5. Evaluation of socio-economic and environmental effects</b>	<b>Jordan</b>		
	Stakeholder analysis to be carried out.  Monitoring plan to be defined.  Study of effects to be carried out.	Evaluation of stakeholder analysis.  Support to monitoring plan definition by EU partners.  Monitoring data elaboration by ENEA (1 field trip).  Interviews for socio-economic effects to be carried out by adelphi (1 field trip).	Monitoring plan to be defined within December 2013.  Technical monitoring to be started from January 2014.  Socio-economic monitoring to be started from April 2014.
	<b>Tunisia</b>		
	Stakeholder analysis to be carried out.  Monitoring plan to be defined.  Study of effects to be carried out.	Support to monitoring plan definition and assessment of technical data by ENEA. To be verified the possibility to carry out 1 or 2 field trips (before and after pilot installation).  Interviews for socio-economic effects to be carried out by adelphi (1 field trip).	No specific deadlines have been fixed:  Technical monitoring likely to be relevant twice in 2014.  Socio-economic monitoring likely to be started in second semester 2014.
	<b>Egypt</b>		
	Stakeholder analysis to be carried out.  Monitoring plan to be defined.  Study of effects to be carried out.	Support to monitoring plan definition by EU partners.  Monitoring data elaboration by ENEA (1 field trip).  Interviews for socio-economic effects to be carried out by adelphi (1 field trip).	Monitoring plan to be defined during Regional Meeting in Egypt (Dec. 2013).  Field trip for effects monitoring by the end of the project.

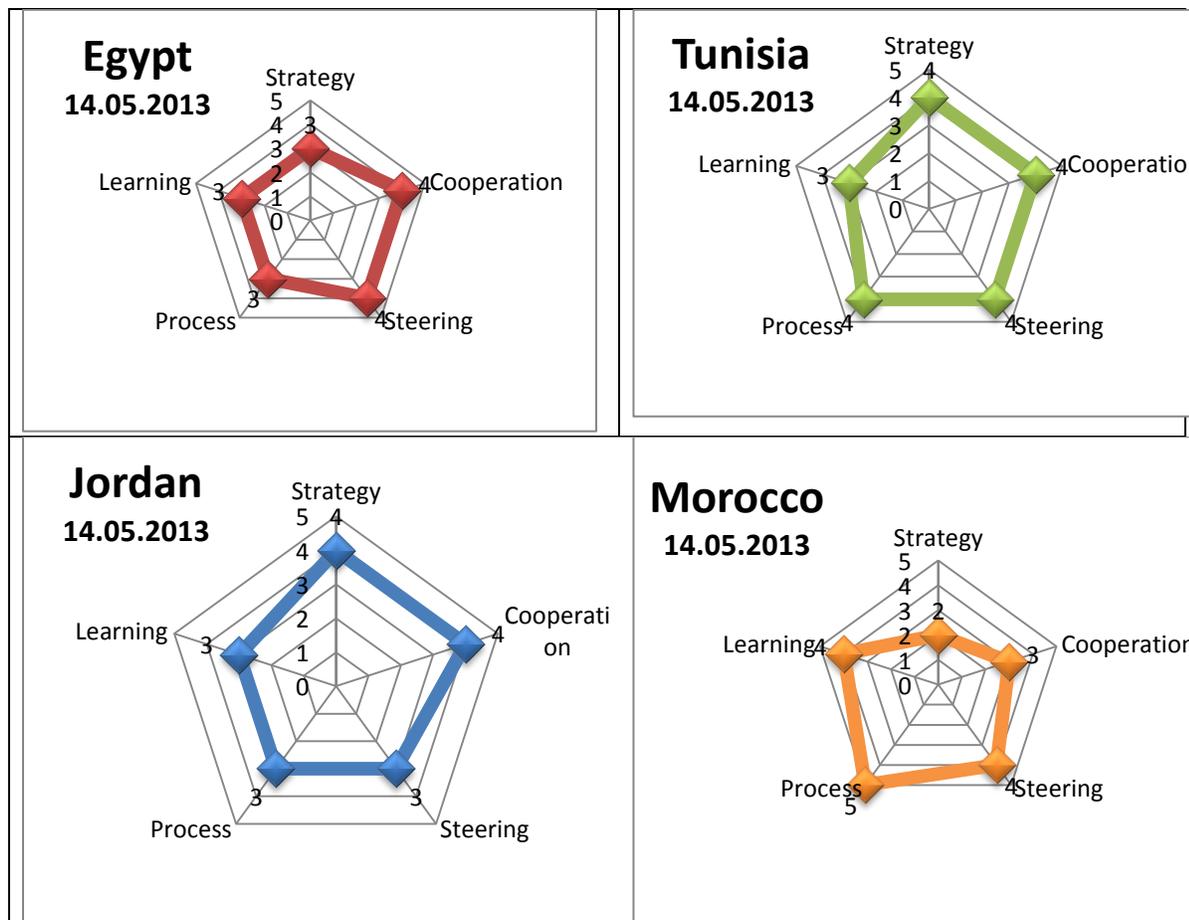
Tasks which can be supported by adelphi and ENEA	Current Status	Support requested to EU partners	Deadlines
	<b>Morocco</b>		
	<p>Stakeholder analysis to be carried out.</p> <p>Monitoring plan to be defined based on guidance documents prepared (email exchange).</p> <p>Study of effects to be carried out.</p>	<p>Support to monitoring plan definition by EU partners.</p> <p>Monitoring data elaboration by ENEA (1 field trip).</p> <p>Interviews for socio-economic effects to be carried out by adelphi (1 field trip).</p>	<p>End of construction at the beginning of 2014 and effects monitoring expected after June 2014.</p>

❖ **Project Management according to Capacity Works**

Due to the complex nature of the project (4 partner countries, several partners, etc), it was decided from the start to create a steering structure that allows participation, ownership, economic efficiency and subsidiarity. In this context, the project operates with a regional coordination team (based in Amman) and project managers (composed of GIZ experts and the respective country consortium partners). Capacity works (CW) was chosen as a tool to ensure that the project’s goals are achieved at all levels, measured along the five success factors.

At this table, country groups were asked to review their management efficiency based on questions linked to the five success factors of CW. The answers were ranked and then documented in a ‘spider-web’ matrix (see below).

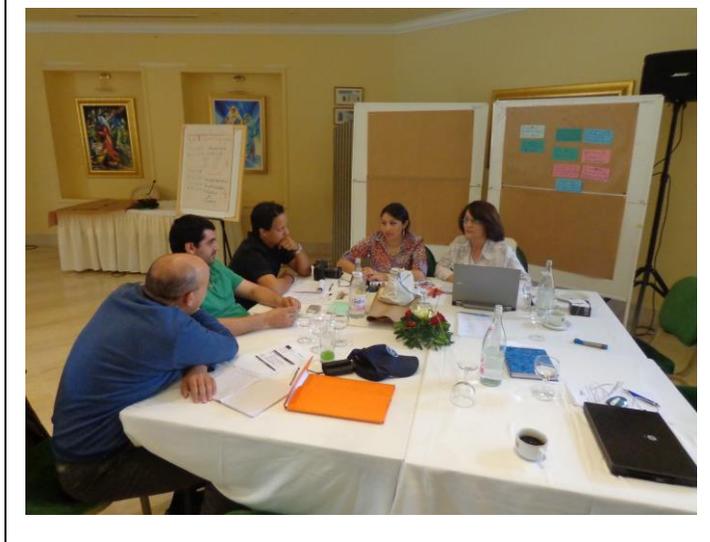
Participants agreed to repeat this exercise prior to the next regional meeting and to compare results with the diagrams from this workshop. Based on the comparison, the participants will write a narrative explaining an eventual divergence.



❖ **Administrative and Financial Issues**

The following topics were discussed at the Finance and Administrative table:

- Personnel on the payroll of SWIM have to keep timesheets and write travel reports as a precondition to the final settlement of their travel costs.
- Tender procedures are agreed with EU and cannot be changed.
- The GIZ offices of Tunisia, Egypt and Morocco are requested to send to Amman:
  - Quarterly: all original invoices including all payment documentation
  - Monthly: scanned copies of “Kostenertragsblaetter” and “Forderung an Dritte”
- The GIZ programme coordinators (AV) in all partner countries have to monitor their yearly cash flow and assure that the right PN is written on all invoices/payment requests sent to the respective GIZ office in their countries.
- Egypt is requesting support from GIZ Amman in the preparation of the upcoming 3<sup>rd</sup> Regional Meeting to be held beginning of December 2013 in Egypt.
- Financial plans for regional training workshops shall be agreed upon in advance with the management in Amman.
- External auditing falls under the partner responsibility and has to be financed by the partner’s budget (in-kind contribution).
- Management in Amman will send a template for TOR of external auditing.



## 5. Evaluation

At the end of the workshop, two different evaluation processes were conducted, using on one hand a visual evaluation and on the other hand a questionnaire measuring the satisfaction of participants.<sup>5</sup> The first one, each participant could use four points to evaluate the two days' workshop from two points of view (logistics and technically). The visual impression reflected their satisfaction in technical issues (methodology of the workshop, such as the world café exercise and the overall participatory approach and visualization of the ideas and results). Regarding logistics, participants highlighted the need for simultaneous translation from English to French for the francophone participants. In future, the project will make sure to always provide this service in order to augment the overall comprehension and thereby interaction between all participants.



In the second evaluation, each participant could reflect on his/her satisfaction using a Radar diagram and questions. On average, participants were very satisfied with the workshop:



<sup>5</sup> Questionnaire of Satisfaction in annex.

The subsequent comments by participants highlight the following main points:

- More technical exchanges: The participants appreciated the participatory approach used in this workshop but wish for even more exchange between participants on a technical level.
- Realistic planning matrix: The insights gained during the world café session will be incorporated in the updated version of the regional planning matrix in order to address different project issues more systematically (nationally and regionally).
- Working group session are considered an efficient approach to discuss different project management issues in more details (such as financial and administrative issues) before sharing the outcomes with the plenary.
- External expertise: The participants wish for more experience exchanges with partners and initiatives from outside the project consortium, in order to enlarge the pool of knowledge.
- Dissemination of documents prior to workshop: For future workshops, participants wish to receive documents beforehand.
- Impact chain: Participants wish to review the impact chain in order to ensure that objectives are met.
- Presentation templates: Progress presentations should focus on the progress and not repeat background information.
- Translation: English and French should be the language of the future workshop.
- Build on the capacity workshop exercise during the next regional meeting.