

1st Regional Meeting Operational Plan for SWIM – Sustain Water MED SWIM Program

December 10th - 11th, 2012

Century Park Hotel
Amman - Jordan



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

On behalf of

BMZ



Federal Ministry
for Economic Cooperation
and Development

Published by: SWIM – Sustain water MED

Moderated and documented by: Mahmoud Ramadan

Edited by: Dr. Ismail Al-Baz, Irene Sander

Photographed by: Ghada Kayyali - Nabil Elasri

Amman Dec. 2012

Internet: <http://swim-sustain-water.eu>

This publication has been produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union.

Table of Content

List of Abbreviations (used in this report).	4
Background and context	5
❖ Overview	5
❖ Target group	5
❖ Objectives of the meeting	6
❖ Expectations of the meeting	6
Meeting content:	6
Part One: Progress review	6
❖ Overall progress review – from a regional perspective	6
❖ Baseline assessment tools and guidelines	7
❖ Progress review by country	8
❖ Administrative and financial items	9
❖ Comments and feedback	10
❖ Teambuilding Measure	12
Part two: Next steps	12
❖ Project website	12
❖ Capacity Development	12
❖ Planning Matrix 2013	13
Conclusion.	22
❖ General	22
❖ To Do's	23
Annexes	24
❖ Agenda	
❖ List of participants	
❖ Capacity Works Form	
❖ Project Mind Map	
❖ Moderator TOR	
❖ Presentations	

List of Abbreviations

EU	European Union
BMZ	Federal German Ministry for Economic Cooperation and Development
GIZ	German Agency for International Cooperation
SWIM	Sustainable Water Integrated Management
SM	Support Mechanism
NSC	National Steering Committee
TC	Technical Committee
ABH	Basin Agency of Agadir
HCWW	Holding Company for water and waste water
WAJ	Water Authority of Jordan.
ONAS	National Sanitation Utility
IUCN	International Union for the Conservation of Nature
BAU	Al-Balqa Applied University
NRC	National Research Center
WWTP	Wastewater treatment plant
CW	Capacity Work

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 and five Demonstration Projects, which were approved by the European Commission and started implementation at the beginning of 2012.

The SWIM-Sustain Water MED¹ 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 will tackle 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-economically 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.

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”**.²

The project’s first Regional Meeting was held on the 10th and 11th of December 2012 in Amman, Jordan. The aim of the workshop was to review activities accomplished and to plan activities for the project’s second implementation year.

❖ Target group:

The meeting aims to involve all project implementation partners (hereafter referred to as project partners. These include: Adelphi Research GmbH, Germany; ENEA, Italy; ABH-SMD Morocco; ONAS, Tunisia; Holding Company for Water and wastewater, and the National Research center, Egypt; Al Balqa Applied University, Jordan and IUCN, Jordan.

30 experts attended the meeting representing almost all project partners and some stakeholders mainly from Jordan side. NRC, HCWW and ONAS representatives could not make it due to delay in the nomination of project focal points.

¹ Mind Map about project is available in the Annex.

² (Source: Inception Report approved by the EU 15 Aug 2012).

Eng. Ali Subah, the Assistant Secretary General for Technical Affairs of the Ministry of Water and Irrigation in Jordan launched the meeting with welcoming words, broadly describing Jordan's critical water situation and need for innovative approaches such as the ones being introduced and demonstrated by SWIM Sustain Water MED. Following Eng. Subah's welcome, Guy Honore the project's coordinator as well as the project's senior manager took the floor to equally welcome the participants.

❖ **Meeting objectives:**

The meeting started with the presentation of the meeting's main objectives:

- Review the status of implementation of the action plan agreed upon during the Kick-Off Meeting, which was held from the 26th -28th March 2012 in Berlin,
- Develop an action plan for 2013,
- Agree on a schedule and process for the capacity building programme in 2013,
- Introduce the project's website and
- Clarify remaining questions on administrative and financial issues.

❖ **Participants' expectation of the meeting:**

In addition to this, participants were given the opportunity to express their expectations of the two-day meeting:

- How do we coordinate with the 5 different SWIM Demonstration Projects and SWIM SM?
- How do we develop a public awareness/outreach strategy?
- How do we define site selection criteria?
- How do we ensure the sustainability and quality assurance of implemented WWTP?
- How do we define tender procedures?
- How do we involve actors from our respective partner countries that work on issues related to the project themes in the other partner countries?
- And how can we ensure that pilot projects from one partner country are replicated in the other partner countries?

Meeting content:

Part 1: Progress Review

- ❖ The meeting stretched over two days³. On the first day, participants reviewed activities accomplished in 2012, obstacles faced and procedures required for continuation. On the second day, participants jointly updated the project's Action Plan for the year 2013.

Overall progress – regional point of view

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

³ Detailed agenda is available in the Annex.

The first presentation on the “overall progress – regional level” given by Ismail Al Baz, reviewed the overall objective and specific objective, expected results/impacts/indicators, the demonstration projects in four countries on different aspects of wastewater treatment and reuse as below:

- Morocco - Eco-sanitation practices at community level.
- Tunisia -Enhanced water quality control from storage to reuse in agriculture.
- Egypt – Secondary treatment of wastewater for agricultural use.
- Jordan - Decentralized wastewater treatment and reuse for landscaping purposes.

Furthermore, Dr. Al Baz explained the working processes (demonstrate, train, evaluate, disseminate, replicate) of the project. He then went on to provide a broad overview of the implementation status of the project. The project was launched at a Kick-Off meeting in Berlin. During this meeting, important changes were made to the steering structure (involvement of GIZ projects and offices in the respective countries) and project concept (log frame, action plan) and subsequently retained in an inception report, which was approved by the EU in August 2012. The contribution of the German Federal Ministry of Economic Cooperation and Development (BMZ) was clarified and approved in June 2012. Advances had been made at the level of communication and the knowledge management through the establishment of the website and the project factsheet at regional level. Regarding external communication and coordination with SWIM SM, the project was represented and presented at all convened SWIM SM meetings as well as at the regional meetings of some of the SWIM Demonstration Projects (Friends of the Earth, ACLIMAS). Finally, at the more operational level, a common methodological framework had been developed and disseminated to all project partners for the baseline assessments. Based on this framework, two out of four pilot projects had nearly finished their baseline assessments while the other two were in the process of preparing them.

❖ **Baseline assessment: Tools and guidelines**

Presented by Annika Kramer, Adelphi, Elsa Semmling, Adelphi and Luigi Petta, ENEA

A second presentation on the “assessment of social, economic and environmental effects” introduced by Annika Kramer and Elsa Semmling from Adelphi as well as Luigi Petta from ENEA, reviewed the objectives and process of a comprehensive impact monitoring system. The impact assessment system starts with the baseline assessment, which is conducted according to a common methodological framework. Two pilot projects (Morocco and Jordan) had already nearly finished their assessments and gave positive feedback on the common methodological framework. Once the current status of socio-economic and environmental conditions have been assessed, the pilot projects then analyze and decide what effects (impacts) they can realistically achieve at different stages of implementation and finishing. This analysis is manifested in the form of an analytical plan, which the projects will carry out together with the European project partners (Adelphi for socio-economic effects, ENEA for environmental effects). The analytical plan will include a set of carefully chosen indicators, which will enable the project partners to measure the achievement of the effects (impacts). To this end, the presenters proposed a set of possible indicators, although it is important that each project defines its own realistic and measurable indicators.

Once the plan has been set up, the project partners will then carry out the monitoring work with the help of a common evaluation grid and a checklist.

❖ **Progress review by country**

Morocco (power point presentation available on project website)

Presented by Mohammad El Ghali, GIZ Morocco

Mr. El Ghali presented the status of the pilot project in Morocco. The pilot project in Morocco will implement ECOSAN principles in a village in the province of Tanghir. The aim of the project will be to address a set of challenges faced by rural populations regarding (non-conventional) water resources (including soil erosion, rainwater harvesting, wastewater management etc.). A National Steering Committee has been set-up and has been involved in planning and validating project activities such as the baseline assessment study, which included extensive data collection and GIS analyses.

Tunisia (power point presentation available on project website)

Presented by Anne Chaponniere, GIZ Tunisia

Mrs. Chaponniere presented the status of the pilot activity in Tunisia. The pilot activity in Tunisia will address the country's imbalance of growing amounts of treated wastewater and yet its declining usage, especially in large water consuming sectors, such as agriculture. Against this background, the pilot project will implement a water quality control system at treatment source and at water usage level in order to promote the safe usage of treated wastewater for agricultural practices. The project site will cover 30 ha of agricultural land, which is supplied with treated wastewater from the wastewater treatment station d'Ouljet El Khoder in Medeninein, in southeastern Tunisia.

At the time of finalizing this report, the baseline assessment had just been launched. The established National Steering Committee had convened for 4 meetings in 2012 and demonstrated a lot of commitment to the project including at an operational level (e.g. involvement in the elaboration of the factsheet, the recruitment process and baseline assessment). The implementation of some activities was slightly delayed due to political unrest in the country, which also had an effect on the position of the project partner's Secretary General, who is also the focal point of the pilot project. The situation has been resolved since.

Egypt

Presented by Ernst Doering, GIZ Egypt

Mr. Doering presented the status of the pilot activities in Egypt. He explained that due to a fragmented sector, the launching of the project had been delayed. The pilot activity in Egypt also saw the entry of a new project partner, the Holding Company for Water and Wastewater (HCWW).

At the time of writing the final version of this report, three potential villages had been identified in the Sinai Desert as a potential pilot location. The villages will serve as models for more than 4500 rural areas in Egypt that still lack wastewater treatment and reuse services/facilities. The initial project site in the Giza District in Cairo was deemed unsuitable due to the high costs of agricultural land and insufficient

local capacities to plan and maintain the pilot activity. The next step in Egypt will be to set up the National Steering Committee. The following members have been pre-selected: the new Ministry of Water and Wastewater, the Ministry of Water Resources and Irrigation, the Ministry of Agriculture.

Jordan (power point presentation available on project website)

Presented by Sameeh Nuimat, ICUN ROWA and Bassim Abbassi, Al-Balqa' Applied University

Mr. Nuimat and Mr. Abbassi presented the status of the pilot project in Jordan. The pilot project in Jordan will construct a decentralized wastewater treatment unit in the new Headquarters of the Public Security Department, located close to Amman. The aim of the project is to demonstrate that decentralized wastewater treatment systems are socio-economically and environmentally feasible and can complement centralized wastewater treatment systems. A National Steering Committee was set-up and consulted on preliminary findings of the baseline assessment report. At the time of finalizing this report, the Sequencing Bath Reactor-treatment system was considered the most suitable given the available resources (financial and time).

❖ **Administrative items**

Presentation by Asmaa Jarrar, GIZ Financial Adviser

Mrs. Jarrar presented a broad overview of the project's administrative and financial procedures, highlighting some key issues:

- Construction Work: Design of construction work requires prior approval by GIZ HQ (Construction Department).
- Procurement: EU Rule of Origin; need for 3 offers & submission of awarding process to GIZ coordination team; need for inventory list of items, which cost more than 5,000 Euros.
- Travel expenses: Applicability of GIZ rules; appointment of a SWIM Sustain Water MED; submission of travel documentation to GIZ coordination team
- Employment contracts: Applicability of national employment policy of respective organization (GIZ Office or partner); submission of recruitment process to GIZ coordination team
- Financial reporting: Financial reporting to be conducted according to PRAG Annexes
- Technical reporting: Applicability of template (see website) and according to the following schedule:

2012	2013	2014
Dec 31, 2012	March 31, 2013	March 31, 2014
	June 30, 2013	June 30, 2014
	Sep.31, 2013	Sep. 31, 2014
	Dec 31, 2013	Dec 31, 2014

❖ **Comments and feedback:**

Q+A of the 1 st Regional SWIM Sustain Water MED Meeting	
December 10, 2012	
Comments	Reply
Ali Adwan from the GIZ Water Programme in Jordan asked why the scope of SWIM Sustain Water MED did not include the treatment of brackish water.	Dr. Al Baz explained that the project had to focus on one theme; otherwise it would have been too broad. Furthermore, Sustain Water MED operates within a larger Programme framework, within which there are other initiatives dealing with the desalination of brackish and seawater.
Eng. Abdulkareem Sawalha from the Ministry of Environment in Jordan asked whether the site selection for the Jordanian pilot had been approved.	Dr. Al Baz explained that all activities in all four countries abide by local regulations. In fact, the alignment to local regulations, laws and policies is a key aspect of the project since it aims to make sustainable change at a policy-making level. Furthermore, it is the role of the National Steering Committees to ensure that projects abide to national rules and regulations.
Murad Masri from the Public Security Directorate (owner of Jordanian pilot plant) added that stakeholder engagement was a key aspect for the project's success but at the same time also a risk.	Mahmoud Ramadan (moderator) agreed and reminded the audience that these risks need to be considered in the activity planning.
Anne Chaponniere from the GIZ team in Tunis asked about the coordination with SWIM SM and other demo projects.	Dr Al Baz: -GIZ Amman coordination team will be the intermediary to SWIM SM – although contact and coordination with the local SM focal points is welcome. Please update the coordination team accordingly. -Cooperation with SWIM SM is especially relevant / interesting for capacity building measures, where the project hopes to benefit from their pool of experts. -For more info regarding SWIM SM, please refer to their website. http://www.swim-sm.eu
Roberto Farina and Luigi Petta from ENEA raised the point of having a better overview of project activities including a timeline.	-see Action Plan 2013
Ali Adwan inquired about the benefit or the reason for participation of the target group farmers in the Tunisian project.	Anne Chaponniere from the project explained that more trust in the quality of treated wastewater meant greater consumption of it, which is cheaper than freshwater.
Roberto Farina and Luigi Petta from ENEA wanted to know what aspects of the treated wastewater the farmers did not trust in Tunisia.	Anne Chaponniere explained that the project and the baseline assessment more specifically should find out exactly where the source of mistrust lies.
Dr. Bassim Abassi inquired about the strategy for the Egyptian pilot project; will it be the	Ernst Doering, GIZ Project Manager of the Egyptian pilot project explained that all of this is not known

rehabilitation of a secondary treatment plant or the new construction of one...	yet. The pilot project in Egypt is delayed due to fragmentation in the management structure of the partner organization.
Anne Chaponniere inquired about the reuse purposes of the Jordanian pilot activity.	Dr. Bassim Abbassi explained that the treated wastewater to be generated at the Public Security Directorate is for landscaping purposes.
Ernst Doering asked about the correlation between SWIM Support Mechanism and Sustain Water Med . To what extent should the pilot projects reflect the overall goals of the SWIM programme.	Dr. Al Baz confirmed that the design of SWIM Sustain Water MED and the individual pilot projects should reflect the overriding SWIM programme goals. He reiterated that more information on SWIM SM could be found on their website and in their brochure (which can be downloaded from their website). http://www.swim-sm.eu
Mohammad Anass Zouag asked about the meaning of ' institutionalisation ' mentioned in the regional factsheet.	Dr. Al Baz explained that one of the work packages and goals of the project included the elaboration of policy recommendation papers in order to advice policy makers in the different countries on the possible upscaling of project activities.
Anne Chaponniere drew attention to the regional character of the project and evoked the idea of further cooperation beyond knowledge sharing . She mentioned the idea of promoting the application of pilot activities among beneficiary countries.	The replication of approaches from the different pilot projects will be promoted in the other partner countries through the regional trainings.
After several comments regarding the list of indicators presented by ENEA and Adelphi, it was explained that the list was comprehensive in order to cover all possible impacts by four different pilot projects. An analytical plan will be elaborated together with ENEA, Adelphi and the pilot project teams in order to select a set of adapted indicators.	/
Several comments were made as to the costs of the data collection for the socio-economic and environmental impact assessment .	It was explained that the costs would be covered from the project budgets, particularly from the budget line relating to studies/research (which also covers the baseline assessments). Project teams were also reminded that some of the work could be done by either construction contractors or by project team members themselves.
Dirk Hangstein, consultant for the website, asked how data will be collected, who and where data will be entered and stored and who it will be visible for .	Annika Kramer from Adelphi answered that the data should not be visible to the public until it is analyzed and translated into the final evaluation report and policy briefs.
Ernst Doering commented that the pilot projects were quite small in scope, funding and duration	The analytical report (mentioned in Adelphi and ENEA's presentation) will ensure that selected

and could therefore not work towards too many indicators.	indicators are realistic and measurable.
Annika Kramer, Adelphi, requested a template/guidelines/checklist for the financial audit and also for the costs to cover the requested expenditure verifications.	Dr Al Baz referred to the PRAG annexes of the contract, which outlines requirements for both the technical and financial audits. The coordination team will work on a possible template for the technical and financial audits. Each partner will cover the costs for consultancy work to verify expenditures.

❖ **Teambuilding measure:**

After the end of the first day, participants visited the city of Madaba, Mount Nebo and enjoyed a dinner together. The social outing contributed to further teambuilding between project partners from the four member countries.

Part two: Next steps⁴

❖ **Project Website**

Presented by Dirk Hangstein, Consultant for the Website

Dirk Hangstein, consultant for the establishment of the website, introduced the project’s website, its design, functions and instructions for use (content, on fly updating, structure and multi-languages). He explained that the website was divided into an internal and external area and could therefore be used not only for PR and external communication purposes but also for documentation, internal project coordination and communication, capacity development, and experience exchange.

Upon request by the participants, Mr. Hangstein agreed to install a newsfeed function and provide a website concept and manual for usage as well as access data for the internal area.

Website address: <http://swim-sustain-water.eu/index.php?id=251>

❖ **Capacity Development**

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

Interactive plenary session

Dr. Al Baz briefly reviewed the project’s Capacity Building Programme, which will include on-the-job trainings in the respective project countries as well as three regional trainings.

⁴ All presentations are available in Annex.

It was agreed to hold the first regional training on ECOSAN principles in Morocco in May 2013 and the second training on decentralized wastewater treatment and reuse systems in Jordan in the second half of 2013.

Participants agreed upon a schedule as well as common procedures for the preparation of the regional trainings:

- Announcement and participants: Focus should lie on employees from political and project partner institutions. A thorough selection process will be conducted to ensure that participants are in the right position and have the right basic capacities to apply or disseminate gained knowledge.
- Training concepts: The respective pilot project team will elaborate a detailed training concept, including trainer qualifications and needs as well as objectives and methods.
- Preparation: The training is prepared and organized by the respective pilot project teams in close consultation with the GIZ Coordination Team and it will include the following tasks:
 - Prepare detailed concept and decide on final date and location
 - Prepare invitation letter for announcement
 - Assign trainers/invite speakers/consult ENEA or ADELPHI if applicable
 - Prepare detailed training content, material and methods
 - Select training participants
 - Organize logistics (parallel)
 - Document process, material and templates

Conclusion

❖ General

The two-days meeting enabled project partners across four member countries to receive an overview of the overall status of the project, to learn about project developments and plans for 2013 of the other pilot projects, to familiarize themselves with the project website and to clarify administrative and financial issues. The progress reviews showed that some delays occurred in the implementation of project activities (resulting from political unrest or late nominations of project focal points) but these delays were considered in the planning and efforts will be made to bring pilot projects back on schedule.

Participants have agreed to use future regional meetings to work on a qualitative and quantitative results-based monitoring system. It will complement the existing project coordination at a regional level. This will include reviewing existing indicators (as mentioned in the EU inception report and BMZ offer) and developing an impact chain for the overall project and individual pilot projects. The coordination team at regional level will also introduce principles and tools from GIZ's project management guidelines (Capacity Works) at the next regional meeting, in order to continually work on improving coordination and management work at regional and country level.

Further regional meetings could also address a common public awareness strategy (or at least an exchange on public awareness raising measures), which would include stakeholder analyses at regional and country levels.

A presentation template will be prepared for the next regional progress review meeting in order to better compare progress levels between projects.

❖ **To Do's**

All participants have agreed to the following 'To Do's'-List until the next regional meeting:

Project partners:

- Provide/update website content.
 - Description of capacity development measures to be carried out in respective project country
 - Project description (see template for technical report)
 - ToR/studies/reports/important MoM (in any language with a brief description in English)
 - Announcement of important events (meetings, workshops, etc.)
- Nominate focal points for the website.
- Nominate focal points for travel arrangements with nominated travel agency.
- Comment Regional Action Plan for 2013.
- Elaborate first technical report by March 31, 2013 according to provided template
- Elaborate factsheets at country level

GIZ Coordination Team:

- Provide website concept, access to internal area
- Provide templates for:
 - Technical report (see website) and financial report (if possible)
 - Timesheets (see website)
 - Travel report (see website)
- Communicate name and contact details of assigned travel agency
- Circulate report of 1st Regional Meeting to project partners
- Circulate reviewed regional factsheet
- Provide an overview of SWIM SM and Demonstration Projects
- Circulate regular news feeds on SWIM SM and Demo Project activities