



USAID | **IRAQ**
FROM THE AMERICAN PEOPLE

برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

IRAQ ACCESS TO JUSTICE PROGRAM **WEEKLY REPORT #45**

SEPTEMBER 17, 2011 – SEPTEMBER 23, 2011

September 2011

This publication was produced for review by the United States Agency for International Development. It was prepared by ARD, Inc., through its operating unit Tetra Tech DPK.

Contract: 267-C-00-10-00006-00



USAID | IRAQ
FROM THE AMERICAN PEOPLE

برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

IRAQ ACCESS TO JUSTICE PROGRAM
WEEKLY REPORT #45

SEPTEMBER 17, 2011 – SEPTEMBER 23, 2011

DISCLAIMER

The author's views in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

COMPONENT I

IMPROVE KNOWLEDGE OF LEGAL REMEDIES

The Iraq Access to Justice Program is United States Agency for International Development (USAID)/Iraq's three-year program designed to improve access to justice for vulnerable and disadvantaged peoples in Iraq. Included in this group are women, widows, orphans, detainees and the incarcerated, minorities (both ethnic and religious), the impoverished, and internally displaced persons and returnees.

RESULT 1.1: PROVIDE TRAINING, TECHNICAL AND/OR MATERIAL ASSISTANCE TO PARTNER ORGANIZATIONS TO CONDUCT PUBLIC OUTREACH OR NEEDS ASSESSMENTS

- Met with grantee Salam Al Rafidain Organization regarding the main focus of their project—creating awareness about women's rights and providing legal assistance through legal clinics. Salam Al Rafidain is in the initial phase of setting up a legal clinic and hiring legal experts, and have started preparing drafts of awareness raising materials.
- Finalizing training packages, schedules and participant lists for three capacity building training courses to be held in October. These trainings are designed to increase the capacities of participants in designing and implementing awareness raising campaigns and using different communication tools effectively.
- Grantee Al-Mortaqa, a specialized training institute, will conduct 4 one-week training courses on Advanced Communication Skills for Media. The courses will start on October 16 and will be offered to Communication Officers of line ministries, such as the Ministry of Human Rights, Ministry of Women, and Ministry of Social Welfare, and selected CSOs.
- Component I will be conducting a training course for CSOs and government officials on Effective Tools for Information Dissemination that will cover traditional and new media and media campaigns. The three-month pilot phase of the course begins in October and will be implemented in coordination with IREX. The team met with IREX to finalize schedules for the three months with tentative dates and budget arrangements. The Iraq Access to Justice Program will cover logistics and IREX will be responsible for the trainers and training materials. An signed MOU with IREX is expected next week.
- Component I finalized the lists of participants and schedules for 12 trainings on Strategic Communication Planning for program grantees. These trainings will cover all the aspects of designing and implementing awareness campaigns targeting vulnerable groups. These trainings will also cover program requirements and compliance guidelines for the grantees.

In coordination with the Iraq Access to Justice Media Specialist, Component I prepared the branding and marking guidelines for grantees to ensure compliance with USAID requirements. The document outlines all the branding and marking instructions, including exceptions and waivers, according to the ADS 320 manual developed by USAID.

COMPONENT 2

IMPROVE LEGAL EDUCATION AND SERVICES

RESULT 2.1: SUPPLY AND ABILITY OF LAWYERS TO ASSIST IRAQ'S VULNERABLE AND DISADVANTAGED POPULATIONS INCREASED.

RESULT 2.2: WORK WITH IRAQI PROFESSIONAL ASSOCIATIONS (PRIMARILY THE IRAQI BAR ASSOCIATION AND JURIST UNION AND THEIR SUBSIDIARIES) TO INCREASE SUBSTANTIVE CAPACITY, INCLUDING CONTINUING LEGAL EDUCATION (CLE) FOR LAWYERS, PRE-SERVICE AND ORIENTATION TRAINING FOR NEW LAWYERS, AND SUPPORT FOR MODERNIZING SERVICE DELIVERY CENTERS IN COURTS AND OTHER LOCATIONS.

- Component 2 legal Education Advisor & Law Faculty coordinator organized the 5th New Lawyers Training in partnership with the National Institute for Human Rights and the Iraqi Bar Association. The training was conducted in Baghdad –IBA Hall on Sep 21-22 on the topic of “Honor Crimes in Iraqi Criminal Law, Women Rights in International Conventions and CEDAW convention” 16 lawyers, eight female, attended the training.
- Miss Ammal Hussein (NIHR Trainer); gave the first day training which addressed “Women Rights in International Conventions and CEDAW convention”. Miss Ammal lead the trainees in the historical background of CEDAW, helping achieve the training goal of linking national laws with International Treaties.
- Dr. Saad Hussein Fathallah the Directing Manager of the National Institute of Human Right (NIHR), gave an update on Iraq’s progress in human rights, and asked the new lawyers to respect the international treaties while exercising the law before the courts or any of the government institutions.
- Razaq Hamed, (IBA Trainer) gave the second day training on September 22nd which addressed “Honor Crimes in Iraqi Criminal Law”.



On September 19th the Component 2 team organized a meeting with the Baghdad Law School, Iraqi Bar Association, and Iraqi Jurists Union to explore opportunities to collaborate. This meeting was important to break the ice between the parties in attendance and define a starting point for long term of cooperation. The total attendee was 16 persons: 2 persons from the Baghdad Law School including the dean; 5 persons from IBA, including the IBA chairman and a number of the board members; 4 persons from IJU including their chairman and a number of the board members; 5 persons from the Access to Justice Program's component 2 team.



- After a short introduction, the dean of the Baghdad Law School opened the event with a brief of the School's achievements and changes completed to the education system, such as adopting the courses system instead of quarterly system, standard study hours and optional hours, and theoretical and practical hours.
- The chairman of IBA queried the Baghdad School of Law dean about the possibility to teaching the law of lawyers as a standard part of the annual curriculum, "this issues need to be discussed with Ministry of Higher Education". The dean informed him.
- The meeting produced the following outcomes:
 - The chairman of the IBA called for a universal conference to include Kurdistan legal agencies involved in improving the legal system in Iraq, Parliament members, the Iraqi Jurist Union (IJU), Iraqi law schools and other groups involved in legislation and legal work. The dean of the Baghdad Law School agreed to this suggestion and ordered the formation of a conference constituent committee. It was determined that the first quarter of 2012 (February) should be the dead line to hold such activity under the Iraq Access to Justice Program supervision.
 - The IBA asked to continue working as one group with all the partners to hold a number of seminars, conferences and training courses under the Iraq Access to Justice Program's supervision. These events are for new lawyers and combat ignorance of the law that prevails amongst young lawyers, as way to improve the overall lawyers' performance.
 - During lunch the IBA asked for the aid of Access to Justice Program to help with electronic archiving and organizing of the IBA files.
 - IBA will visit with the Baghdad School of Law as gesture of goodwill and to start long cooperation, the coordination and the agreements for this visit will be the responsibility of the Access to Justice Program.
 - Baghdad law school offered to engage in study and help with the IBA committee responsible for the law of lawyers.
 - As part of ongoing anti-corruption efforts, Baghdad Law School will annually provide IBA with the list of graduated students to help prevent the fraud in law degree. Baghdad Law School will also provide IBA the list of graduated students from previous years.
 - IBA Baghdad asked the Access to Justice Program to coordinate a conference between them and the Bar Association in Kurdistan region to foster cooperation between them.
 - The Iraq Access to Justice Program extended invitations to the dean of the Baghdad School of Law and his colleagues to attend the discussion of the final version of Lawyer draft law.



- Lawyer Institute: Referring to the articles 12 through 14 of the Lawyers draft law, Baghdad School of Law offered to assist the IBA in designing some targeted instruction modules for the Lawyer Institute curriculums.
- On Saturday Sep. 18 2011, Component 2's legal Education Advisor & Law Faculty coordinator attended the 78th anniversary of Iraqi Bar Association celebration. Nearly 700 persons attended the conference; the majority was lawyers from all-round Iraq though parliamentary and political figures were in attendance as well.
 - The Iraqi Prime Minister Noori al-Maliki stated "The Iraqi Constitution needs the efforts of the Bar Association and I ask them to make the draft law of the legal culture and human rights a central lessons taught in universities and schools." He mentioned that all lawyers should be in touch with human rights cases that garner national attention in Iraq.
 - Mr. Ali Raheem from the Access to Justice Program held side meetings on the sidelines of the conference to follow up on project progress of with Mr. Abdul Satar Alnadwee, head of the legal committee of the IBA; The discussion focused on the training of new lawyers.



RESULT 2.3: CAPACITY OF LEGAL ASSISTANCE ORGANIZATIONS AND OTHER CIVIL SOCIETY PARTNERS TO ASSIST VULNERABLE AND DISADVANTAGED PEOPLE STRENGTHENED

RESULT 2.4: SUPPORT IRAQI NGOs WORKING IN PRIORITY ACCESS TO JUSTICE AREAS TO IMPROVE THEIR ADMINISTRATIVE AND SUBSTANTIVE CAPACITY TO SUPPORT VULNERABLE POPULATIONS

- Component 2 Civil Society Advisor (CSA) and Senior Program Assistant (SPA) organized a General Management training for Sulaymaniya NGO's in cooperation with ERO. At the event on September 19th and 20th approximately 14 NGOs representatives attended. Of these 14 representatives there were 7 females.



COMPONENT 3

ADVOCACY AND IMPROVED GOVERNMENT SERVICES

RESULT 3.1: MECHANISMS CREATED FOR DIALOGUE BETWEEN GOVERNMENT AND NGOs/CSOs ON IMPROVING POLICIES, LAWS, AND REGULATIONS FOR FACILITATING ACCESS TO JUSTICE FOR VULNERABLE POPULATIONS.

With the Gender Integration and Communication Specialist, Component 3 attended the Widows Conference in Parliament on September 18th and, inter alia, met with a number of our partners and likely grantees at the location and shared updated grant documentation and information about grants training opportunities with them. (Sub-IR 3.2)

As to jinsiya/identity law, met with the Citizens Affairs department of the COMSEC (cabinet secretariat) on September 20th. The department head very generously worked with others in the COMSEC to set out a schedule for three meetings in October and early November to proactively implement recommendations made at our Component's two Roundtables that were held in May and July 2011. (Sub-IR 3.1)

Met with five office heads from the Ministry of Interior's jinsiya directorate on September 21st. The directorate pledged unstinting cooperation with our jinsiya/identity efforts, including active participation in the above meetings to be organized by COMSEC. (Sub-IR 3.1)

Met with the Deputy Prime Minister's office, including the chief-of-staff, at their invitation to discuss potential areas of collaboration. This meeting took place on September 20th.

Component 3 Took final coordination steps with the Preparatory Committee to debate the draft law attorneys and accommodating minor logistical changes for our Law of Lawyers Reform project-sponsored event hosting 400 legal professionals from across the country. This event will be held on September 29th. (Sub-IR 3.2)

Drafted and delivered a letter to the Parliament's social affairs committee offering our collaboration on vulnerable group issues of interest to them, such as widows, and seeking to become involved with the Social Welfare Law's drafting. (Sub-IR 3.1)

GRANTS

RESULT 1.1 INCREASE THE COMPETENCE OF GRANTS STAFF AND IA2J STAFF

RESULT 1.2 INCREASE THE CAPACITY OF NGO/CSOs, LAW SCHOOL, IBA AND IJU TO EFFECTIVELY APPLY FOR ASSISTANCE FROM ACCESS TO JUSTICE PROGRAM GRANT ACTIVITIES.

- Conducted RFA and Grant Application Process workshop on September 17th and 18th in Basrah for 24 participants; 2 each from 12 NGOs from the Basrah Region.
- Prepared for Financial Management Training for Access to Justice Program Partners to be held in Erbil from September 22 to September 24.
- Contacted the grantees and confirm their attendance for the Financial Management Training.
- Performed risk assessment of the Baghdad Law School in relation to their proposed grant.
- Coordinated with Component 2 for the RFA Proposal Writing Workshop for Law School Deans to be held September 27 and 28.
- Performed administrative tasks necessary to finalize grant packages and disburse payments:
- Followed up with Home Office and with Fatima House, Mercy Hands, Al-Malak, Soran, Salahaddin Law School on issues related to their vendor setup packages.
- Followed up on the Vendor Setups for those grantees with errors in their packages.
- Coordinated with Erbil Regional Office to perform a Risk Assessment of Al Malak Organization.
- Reviewed Al Malak grantee file folders for accuracy.
- Reviewed CVs for a consultant to verify Al Malak office location.
- Performed the Vetting of the Iraqi Bar Association, Women for Justice, and Basrah Law School on the websites for EPLS, OFAC, and the UN.
- Prepared the vendor setup package for Baghdad Law School and sent to Home Office for review.
- Followed up on Wire Transfers for Grantees.
- Established a grantee file folder for Women for Justice Organization.
- Updated grant tracking sheet.
- Reviewed CVs for the candidates for the Erbil Regional Office Director.
- Wrote report for Baghdad RFA and Grants Application Process Workshop.

M&E

- Updated the sub-activities records & database.



USAID
FROM THE AMERICAN PEOPLE

IRAQ

برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

- Worked on the First year annual report data by organizing and preparing required data

Media

- Completed development of Program website template. Upon completion, template was sent to USAID for review and approval.
- Conducting program marketing and branding needs assessment for all offices and following up with graphic designer.
- Prepared a branding and marketing guidance draft in accordance with USAID and DPK contractual obligation to be circulated to partners organizations.
- Prepared for the IBA Law of Lawyers conference to be held on the 29th of September. Preparation included developing promotional materials design specifications and conducting site visits (3).
- Liaising with the Deputy Director of NGO Directorate on receiving approval for a new website and meeting with program COP to discuss way forward. Received a list of names nominated by the directorate to work with on their web development.
- Met with M&E specialist to review year one work plan target achievements.

Gender

- With Component 3, attended the Widows Conference hosted by Relief International on September 18th, 2011. Prepared meeting notes for internal distribution.
- On September 21st, spoke with Judge Zakia Hakki regarding rape victims in Diyala and Fallujah. Followed up with emails to NGOs working on this issue.
- On September 21st met with Saman Hama and Ahmed Mustafa of Relief International as a follow up for the Widows' Conference to discuss possible areas of cooperation on Social Affairs Law reform.
- Organized a meeting for September 22nd with H.E. Younadem Kana, Chair of Labor and Social Affairs Committee at Parliament.
- Prepared trip requests for meeting.
- Prepared visitor requests for RI and representatives from NGOs that are coming to the office on Saturday.
- Organized possible meeting with UNICEF for September 22nd. Due to scheduling difficulties this meeting may be pushed back.
- Arranged a meeting for next week with the US Embassy personnel who are working on the ICITAP project.
- Coordinated a meeting with dTS Monitoring and Evaluation Director.
- Reviewed grant proposals to assess and improve gender integration.

ADMINISTRATION/OPERATIONS

BAGHDAD

ADMINISTRATION/HR/IT

- Registration of Company: USAID and ARD confirmation letter sent to Ministry of Human Rights, received Arabic version of both letters from TRC
- Terminated contract of HR Officer, Eyman Khalid. Currently processing reference check letters for replacement candidates Najlala Shannan Mousa and Raghad Riyadh Al-Azzawi.
- Finance Assistant candidates: processing reference check letters for Mayada Yahea Ak-Soufi and Summer Akram.
- Communication Advisor: Amar Anan, recruitment documents being processed by 4Points
- Citizen Advocacy Advisor: No Candidates yet.
- Processing accommodation, visa, and transportation arrangements for Tanyel Taysi, Audrey Sprain and Kim Washington.
- Finalizing reinstallation of office computers and user accounts security policies.

PROCUREMENT

- Processing PRM and PO for the Mnawi Basha Hotel temporary office room upgrade.
- Completed procurement of the internet/network equipment and photocopier for the Basrah Regional Office.
- Researching market for the providers of the simultaneous translation equipment.
- Processing procurement of materials/ supplies, accommodation and other services for remaining upcoming activities in the month of September.

FINANCE

- September Expense report in progress.
- FO Cash balance \$30,000. Sent an additional operations funds request sent to Home Office on September 20th for approximately \$92,000.

TRANSLATION

- Translated new materials added to the executive summary of the 2nd roundtable report produced by Component 3.
- Translated the Domestic Violence Law for the gender specialist.
- Translated the Strategic Communication plan for Component 1.
- Translated the Grantee Financial Reporting Guideline document for the Grants Team.
- Translated 3 official letters from the Ministry of Higher Education relevant to curriculum changes for Component 2.
- Translated the first page of the DPK contract with USAID for Human Resources.
-

ERBIL

- Coordinated interview schedule for Regional Director position candidates
- Coordinated with Iraqi Civil Society Solidarity Initiative (ICSSI) to RSVP for the Human Rights Conference on October 8-9; RSVP for NGO Advisor and Regional Director to attend
- Prepared list of GPS coordinates for all NGOs receiving grants from the project
- Assisted Component 2 hold General Management Training in Sulaymaniyah on September 19th.



USAID
FROM THE AMERICAN PEOPLE

IRAQ

برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

- Followed up with RSVPs for participants from the NGOs for the General Management training venue and the timing of the event over the phone
- Prepared all needed material training.
- Facilitated and gave assistance for the registration/translation and opening speeches of the training sessions
- Confirmed participation to Iraqi Civil Society Conference on Oct 7th, 2011
- Coordinated with five NGOs for the purpose of USAID visit to Sulaymaniya, that is scheduled on Oct 11th, 2011
 - Prepared list of NGOs in Sulaymaniyah chosen for the USAID visit on October 11th
 - Assisted with certificate distribution to NGO participants
- Assisted Grants Team perform necessary administrative tasks needed to finalize grant packages and disburse payments:
 - Coordinated with Al Malak NGO to bring financial records to Erbil for the purpose of the financial assessment of the NGO; tentatively scheduled assessment for September 22.
 - Coordinated process of contracting Mr. Mohammad Hazim, who will perform the location assessment for Al-Malak NGO in Mosul.
 - Confirmed a site assessor for Al Malak
 - Collected bank account details of Salahaddin Faculty of Law and SACH Association.
- Prepared wire transfer forms for SACH and Law School grantees and sent it to Baghdad
- Erbil Regional Office met with Walter Doetsch (USAID) and Mark Aiken (UNDP) at the US Consulate in Erbil on September 21st to discuss the legal components of both projects. The team discussed the UNDP Iraq Rule of Law program, which includes a legal aid component (three months ago, UNDP started to implement their legal aid module at the Erbil investigative court). The Erbil team explained our legal contributions of the program to share knowledge on both sides to see how we could avoid overlap of services/look for areas of common interest/assist each other

BASRAH

- Basrah Law School: Legal Clinic Grant Application Forms were put together by the Basrah Regional Office (BRO) and submitted to the Grant Team this week. These forms include the check list of the legal clinic proposal, the proposal budget, narrative Budget, Basrah Law School Audit paper work, and other attachments required for processing this Application, which are: (Basrah Law School Mission, Goals and Vision). BRO worked together with the Dean of the law school, Dr. Aqeel and Dr. Husain to finalize this application, and are following up with the Grant Team to ensure this application is processed. BRO will continue assisting Basrah Law School to ensure the successful establishment of the legal clinic at their institution.
- Training Workshop: Conducted a two-day training workshop on September 17th and 18th for Basrah NGOs regarding proposal writing and application process. About 20 participants representing local NGO's from the Basrah region attended the workshop Basrah. The workshop aimed to facilitate their understanding of the RFA and the application process, and the criteria that will be used to evaluate project proposals. In addition, the participants learned how to prepare needed grant application forms and draft an implementation plan.

CALENDAR OF ACTIVITIES

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
September 17	18	19	20	21	22	23
<ul style="list-style-type: none"> Grants RFP Proposal Writing Training - Basrah 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training – Basrah C3 & Gender Specialist Attended widows conference in Parliament 	<ul style="list-style-type: none"> IBA New Lawyers Trainings C2 NGO Training – General Management – Sulymaniya C2 Coordination meeting – IBA, Baghdad Law School, 	<ul style="list-style-type: none"> IBA New Lawyers Trainings C2 NGO Training Sulymaniya C3 Meeting with Citizens' Affairs Directorate at COMSEC C3 Meeting with Deputy Prime Minister's Chief of Staff 	<ul style="list-style-type: none"> Attend the Conference for the Ministry of Human Rights in Mansour C3 Meeting with General Yaseen and the Jinsiya Directorate 	<ul style="list-style-type: none"> Partner Training in Financial Management – Erbil Meeting of Gender Specialist with Head of Parliamentary Committee on Social Affairs 	<ul style="list-style-type: none"> Partner Training in Procurement Management - Erbil
24	25	26	27	28	29	30
<ul style="list-style-type: none"> Partner Training in Personnel Management – Erbil IBA New Lawyers Trainings 	<ul style="list-style-type: none"> IBA New Lawyers Trainings 	<ul style="list-style-type: none"> C2 NGO Training – General Management – Dahouk 	<ul style="list-style-type: none"> C2 NGO Training – General Management – Dahouk Grants RFP Proposal Writing Training for Law School Deans - Baghdad 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training for Law School Deans – Basrah C1 Meeting with Grantees in Baghdad to Discuss Branding and Marking requirements 	<ul style="list-style-type: none"> Preparation Conference for Law of Lawyers Reform – IBA – Baghdad 	
October 1	2	3	4	5	6	7
			<ul style="list-style-type: none"> Awareness Raising Campaigns by Grantees: Start up meeting in Erbil 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training – Erbil C1 Meetings with KRG Ministry of Labor and Social Welfare and Ministry of Women 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training –Erbil 	
8	9	10	11	12	13	14



USAID
FROM THE AMERICAN PEOPLE

IRAC

برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

<ul style="list-style-type: none"> Grants RFP Proposal Writing Training - Sulymaniya 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training – Sulymaniya 	<ul style="list-style-type: none"> Series of Trainings on Effective Tools for Information Dissemination (CI) 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training – Dahouk Series of Trainings on Effective Tools for Information Dissemination (CI) 	<ul style="list-style-type: none"> Grants RFP Proposal Writing Training – Dahouk Series of Trainings on Effective Tools for Information Dissemination (CI) 	<ul style="list-style-type: none"> COMSEC meeting for connecting the MOH Birth and Death certificates to the MO for the Jinsiya Issue – 10 AM 	<ul style="list-style-type: none">
15	16	17	18	19	20	21
<ul style="list-style-type: none"> Grants RFP Proposal Writing Training - Basrah 	<ul style="list-style-type: none"> Series of Trainings on Advanced Communication Skills for Ministry of Human Rights, Ministry of Labor and Social Welfare and Grantees (CI) Grants RFP Proposal Writing Training - Basrah 	<ul style="list-style-type: none"> Series of Trainings on Advanced Communication Skills for Ministry of Human Rights, Ministry of Labor and Social Welfare and Grantees (CI) 	<ul style="list-style-type: none"> Series of Trainings on Advanced Communication Skills for Ministry of Human Rights, Ministry of Labor and Social Welfare and Grantees (CI) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> COMSEC Conference on the Unified Identification for the Jinsiya Issue 10 AM 	<ul style="list-style-type: none">

RED CIRCLES INDICATE SUGGESTED ATTENDANCE FOR USAID.