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برنامج العدالة في متناول الجميع
ACCESS TO JUSTICE PROGRAM

IRAQ ACCESS TO JUSTICE PROGRAM **WEEKLY REPORT #44**

SEPTEMBER 10, 2011 – SEPTEMBER 16, 2011

September 2011

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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.

WEEKLY HIGHLIGHTS

The Iraq Access to Justice Program hosted the Grants Kick Off Meeting at the Lebanese Club in Baghdad on September 14, 2011. The event was attended by over 160 participants including members of partner NGOs (Al-Amal, Al-Murtaqa, Fatema House, Al-Rahma, Women Empowerment Organization, and others), law schools, bar associations, and other legal associations such as the Iraqi Jurists' Union. Also in attendance were several representatives from the Iraqi Government, including the Council of Ministers, Directorate of National Identity (Jinsiya),



Higher Judicial

Council, the National Shura Council, the NGO Directorate, Ministry of Human Rights, and the Ministry of Women's Affairs. The mission and vision of the program were discussed, requirements for grantees were presented, and grantees participated in break-out sessions to discuss sustainability and project goals. The conference was well attended by the Iraqi media and received a great deal of coverage in the news. Feedback from attendees was very positive.



RESULT I.1: NUMBER AND TYPE OF TARGETED OUTREACH (AWARENESS AND INFORMATION) CAMPAIGNS CONDUCTED WITH PARTNERS

- Provided the following support in the preparation of the Grants Kick Off Meeting:
 - Prepared folders for distribution to the attendees.
 - Coordinated invitations of GOI officials relevant to the work of the Program to the attend the meeting: Ministry of Labor and Social Affairs, Ministry of Women's Affairs, Ministry of Human Rights, and Baghdad Provincial Council.

- Assisted Media Specialist in contacting press and Iraqi media and invited them to cover the events of the meeting.

Assignment of responsibilities and management of the Iraq Access to Justice Program staff work groups covering all the activities of the meeting.

COMPONENT 2

IMPROVE LEGAL EDUCATION AND SERVICES

RESULT 2.1: CAPACITY OF LEGAL ASSISTANCE ORGANIZATIONS AND OTHER CIVIL SOCIETY PARTNERS TO ASSIST VULNERABLE AND DISADVANTAGED PEOPLE STRENGTHENED.

- Component 2, in cooperation with the Basra Regional Office, completed two capacity building sessions for NGOs who are potential grantees in Mnawi Basha Hotel, Basra. A two-day session on General Management was held on September 11-12, and a two-day on Strategic Planning was held on September 13-14.



Nineteen participants (14 male, 5 female) from 19 NGOs attended both trainings. The trainer in the General Management session, Dr. Ali Soufi, presented valuable information and answered the participants' continuous flow of questions on the subject.



- Component 2's Legal Education Advisor and Civil Society Advisor attended the "Women Economic Empowerment and Reduction of Unemployment for Women in Iraq" conference held at the Lebanese club in Baghdad on Sep 15, 2011, and hosted by the Women Economic Empowerment Group operating as a part of the Women's National Program. The topics sparked lively discussions between the NGO participants, governmental officials and development funded organizations.
- Preparations were made for two days of General Management training that are scheduled in Sulaymaniya on Sep 19, 2011. The training will target 20 local NGO's that serve members of vulnerable populations in the local community.
- The Erbil team spent time mentoring partner NGOs on the preparation of presentations for the Baghdad-based Grants Kick Off meeting on September 14th.
- A four-day workshop was completed on strategic planning and general management for Basra Community-Service-Organization (CSO) representatives. The workshop was held at the Mnawi Basha hotel. Approximately 20 participants attended the training.
- The Basra Regional Office distributed invitations to Basra NGOs to attend the upcoming grants team "Competitive Grants RFA" training workshop for NGOs and CSOs. Approximately 13 NGOs have been invited to the workshop. The purpose of this training workshop is to facilitate NGOs' understanding of the competitive grants RFA to assist them in develop quality project proposals. The planned date for this workshop is 17-18 September.

RESULT 2.2: ASSIST ORGANIZATIONAL (REGULATORY AND ADMINISTRATIVE) CAPACITY BUILDING OF THE IBA AND OTHER LEGAL ASSOCIATIONS TO "INCREASE THE SUPPLY" OF LAWYERS ASSISTING VULNERABLE OR DISADVANTAGED POPULATIONS.

- Component 2's Professional Development Advisor organized the 4th New Lawyers Training in partnership with the National Institute for Human Rights and the Iraqi Bar Association (IBA). The training was conducted in Baghdad at the IBA on Sep 10-11 on 'The Rights of Persons with Disabilities.' Eighteen lawyers attended the training (14 male, 4 female).
- Component 2's Legal Education Advisor and Law Faculty Coordinator met Dr. Hussein Abdul Qadir, Professor at Basra Law School in the Mnawi Basha Hotel, Basra, on Sep 10-11 to review the Basra Law School grant application. The Basra Regional Office Director and Legal Advisor attended the meeting as well.

RESULT 2.3: LAW STUDENTS TRAINED IN PRACTICAL SKILLS AND ENGAGED IN PROVIDING LEGAL ASSISTANCE TO IRAQ'S VULNERABLE AND DISADVANTAGED POPULATIONS.

- Met with the Dean of Al-Mustansriya Law School on September 13th in preparation for a meeting on September 19th that will bring together the IBA, IJU, Baghdad Law School, Al-Mustansriya Law School, and Al Nahreen Law School. The goal of the meeting will be to discuss and identify ways of increasing cooperation between the law schools and the legal associations to improve law school curriculum in Iraq.

COMPONENT 3

ADVOCACY AND IMPROVED GOVERNMENT SERVICES

RESULT 3.1: PROCEDURES FOR REFORMING POLICIES, LAWS AND REGULATIONS CLARIFIED OR IMPROVED SO AS TO ALLOW MORE EFFECTIVE ENGAGEMENT OF ACTORS PROVIDING JUSTICE SUPPORT AND SERVICES FOR VULNERABLE POPULATIONS.

- Component 3 continued intensive coordination with the Iraqi Bar Association on the preparation for the “Preparatory Conference to Debate the Draft Law of Lawyers” to be held on September 29th. Logistical support of the event which will host over 400 attendees, including lawyers from 15 provinces in Iraq, as well as law school deans from all over central and southern Iraq, are underway. Component 3 provided technical assistance in harmonizing various versions of the draft law within IBA, mitigating those differences and mapping out a strategy to unite multiple versions.
- Component 3 is planning for a final adoption conference, tentatively scheduled for November.

RESULT 3.2: MECHANISMS CREATED FOR DIALOGUE BETWEEN GOVERNMENT AND NGOs/CSOs ON IMPROVING POLICIES, LAWS, AND REGULATIONS FOR FACILITATING ACCESS TO JUSTICE FOR VULNERABLE POPULATIONS.

- Prepared for and actively participated in the Kick Off Meeting.

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.

- Completed the following activities related to the Kick Off meeting:
 - Distributed invitations to and followed-up with partners confirming their attendance
 - Followed up with Components on partner attendance and with NGOs in their attendance
 - Prepared booklets, materials and presentation
- Preparation for the Financial Management Training for Partners in Erbil, scheduled for September 22nd.
- Established database of NGOs that received the competitive grants RFA.
- Signed grant agreement with Salam Al-Rafidain.
- Prepared Grant Agreements for Baghdad Law School, Women For Justice, and Al Malak and sent to Home Office for review.
- Followed-up with grantees who have errors in their Vendor Setup packages
- Review Grant Summary Forms submitted by first round of competitive bidders on the Access to Justice grants RFA.
- Preparation for Basra RFA and Proposal Writing Workshop.
- Followed-up on wire transfers for Al-Shabak, Al-Malak, and Fatima House and coordinated with the Erbil Regional Office in following-up the wire transfer details for Soran and Salahaddin Law Schools.
- Working with Component 2 on RFA Proposal Writing Workshop for Law School Deans on September 27-28, 2011.
- Finalized and sent to HO the signed Grant agreements and First Advance Request Forms for Al- Mortaqa, WEO, Salam Al-Rafidain, SORAN, Mercy Hands, Fatema House, Al Rahma, Salahaddin University, and Shabak.

M&E

- Updated the sub-activities records and database.
- Assembling and organizing data required for the first year annual report.

Media

- Met with the Deputy Director and the technical team from the NGO Directorate, along with IREX IT manager, to discuss program support in improving the Directorate website. The Directorate



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representatives advised that they received approval from the Director to start work on the website beginning in October.

- Grants Kick Off activities:
 - Assessed venue for branding purposes
 - Supervised branding of print media and materials, including supervision of print media, drafting and distributing invitation letter to Access to Justice staff to use to invite guests
 - Informed media organizations of the event and followed up daily on their participation
 - Prepared communications material, including program highlights
- Program website made ready for USAID review and approval

Gender

- Assisted in the final review of the remaining rapid grant proposals and budgets, including proposals from the IBA, IADO, and Women for Justice.
- Reviewed the RFA for competitive grants to ensure it adequately addresses gender.
- Conducted research in preparation for the review of gender recommendations for the Law on Lawyers Draft.
- Issued invitations for the Kick Off meeting.

ADMINISTRATION/OPERATIONS

BAGHDAD

ADMINISTRATION/HR/IT

- Follow-up with acquiring the Requesting Authority Approval for USF-I Badges.
- Sent trip and BIAP requests.
- Issued visitors requests and items movement authorizations.
- Sent maintenance requests and followed up with pending items.
- Supervised office supplies.
- Updated CV spreadsheet by reviewing all the CV's on hand.
- Updated contact list.
- Updated staffing sheet
- Updated Org Chart
- Issued badges for new employees.
- Processed and finalized employment documents for new employees.
- Received CVs and coordinated interviews for interpreter position.
- Processed employment documents for intern position.

PROCUREMENT

- Purchased stationary for sub-activity 1035 held at A2J office September 4-5
- Purchased stationary for sub-activity 1035 held at A2J office September 7-8
- Booked auditorium for Kick Off meeting
- Booked tickets for Basra for Component 2 workshop on September 11-12
- Purchased banners for Kick Off meeting
- Rented translation equipment for Kick Off meeting
- Analyzed prices for RFP 014 - provision of toner cartridges and refilling services

FINANCE

- Finalized review of the August Expense Report
- Sent additional Operational Funds Request
- September Expense report in progress

HR

- Scheduled six interviews for position of Finance Assistant/HR Officer/Administrative Officer

ERBIL

- Along with Access to Justice Director of Operations, met and interviewed candidates for the position of Regional Director and conducted background checks.
- Completed the Procurement Memorandum with Director of Operations for the financial training on September 22 -24 in Erbil and sent documents to Baghdad.
- Ms. Alison Wittenberg from 4point attended meeting with Access to Justice Director of Operations and Mr. Walter Doetsch, the Senior Development Advisor/USAID Regional Representative U.S. Consulate General – Erbil. Mr.Doetsch was informed about personnel changes in the Access to Justice Program Erbil Regional Office.
- Arranged transportation for Director of Operations and Erbil staff to go to Baghdad.



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- Coordinated with Grants Team in preparations for the Kick Off meeting and made arrangements for grantees attending the Kick Off.
- Coordinated with the Finance Director to transfer sufficient funds to cover Access to Justice events and activities in the North region.
- The Erbil Regional Director, Paul Kingery resigned from his post and will be replaced in the interim by 4points Director of Programs, Alison Wittenberg.

BASRAH

- Purchase of ink cartridge for the copy machine, stationery, phone cards & photo papers
- Completed RFQ for Canon Photo Copier IR 2520N Black and White from different vendors for Basra Office usage.
- Facilitated workshops completed on September 11-14 related to Component 2's General Management and Strategic Planning NGO capacity building efforts.
- Preparations for the Grants Workshop that will be held in Basra on September 17-18.
- Prepared change order for the Mnawi Basha Hotel to switch office space from the current room to a larger deluxe room.

CALENDAR OF ACTIVITIES

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					September 01	02
	•	•	•	•	•	•
03	04	05	06	07	08	09
•	• Grants RFP Proposal Writing Training - Baghdad	• Grants RFP Proposal Writing Training - Baghdad	• IADO Risk Assessment	• Grants RFP Proposal Writing Training - Baghdad	• Grants RFP Proposal Writing Training – Baghdad • NGO Directorate Meeting	•
10	11	12	13	14	15	16
• C2 Basra Law School Visit to Finalize R. Grant • IBA New Lawyers Trainings •	• C2 Basra Law School Visit to Finalize R. Grant • IBA New Lawyers Trainings • C2 NGO Training – General Management – Basra	• C2 Basra Law School Visit to Finalize R. Grant • C2 NGO Training – General Management – Basra	• C2 Basra Law School Visit to Finalize R. Grant • C2 NGO Training – Strategic Planning – Basra	• KICK OFF MEETING – Baghdad, Lebanese Club • C2 NGO Training – Strategic Planning – Basra	•	•
17	18	19	20	21	22	23
• Grants RFP Proposal Writing Training - Basra	• Grants RFP Proposal Writing Training - Basra	• IBA New Lawyers Trainings • C2 NGO Training – General Management – Sulymaniya • Coordination meeting – IBA, Baghdad Law School, Mustansiriya Law School and Nahrayn Law School	• IBA New Lawyers Trainings • C2 NGO Training – General Management – Sulymaniya • Meeting with Citizens' Affairs Directorate at COMSEC	• Attend the Conference for the Ministry of Human Rights in Mansour • Meeting with General Yaseen and the Jinsiya Directorate	• Partner Training in Financial Management – Erbil • Meeting of Gender Specialist with Head of Parliamentary Committee on Social Affairs	• Partner Training in Procurement Management - Erbil
24	25	26	27	28	29	30
• Partner Training in Personnel Management – Erbil • IBA New Lawyers Trainings	• IBA New Lawyers Trainings	• C2 NGO Training – General Management – Dahouk	• C2 NGO Training – General Management – Dahouk • Grants RFP Proposal Writing Training for Law School Deans - Baghdad	• Grants RFP Proposal Writing Training for Law School Deans - Basra	• Preparation Conference for Law of Lawyers Reform – IBA – Baghdad	•

RED CIRCLES INDICATE SUGGESTED ATTENDANCE FOR USAID.