



**USAID** | **IRAQ**  
FROM THE AMERICAN PEOPLE

برنامج العدالة في متناول الجميع  
**ACCESS TO JUSTICE PROGRAM**

# IRAQ ACCESS TO JUSTICE PROGRAM WEEKLY REPORT #11

JANUARY 22 – JANUARY 28, 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

- Preparation of Legal Education Assessment
- Conducted work toward a People With Disabilities assessment
- Targeted outreach to NGO Community for grants rollout
- Preparation of Pilot Grants Roll-out
- Developed evaluation for assessing NGOs activities
- ISP/VSAT installed at Baghdad office.

## COMPONENT 2

# IMPROVE LEGAL EDUCATION AND SERVICES

- Coordinated logistical and consultant' requirements relating to Assessment on Legal Education at Select Iraqi Law Schools with the STTA and Sallyport security team
- Facilitated stock-taking meeting with all technical staff and planning meeting with Component 2 staff members;
- Reviewed draft of rapid roll-out of grants and identified research task for Home Office to perform
- Interviewed three candidates for Citizens Advocacy.

### COMPONENT 3

# ADVOCACY AND IMPROVED GOVERNMENT SERVICES

- Component 3 continued recruitment efforts this week (two staffers beneath the Component Leader are planned, and neither vacancy is filled).
- Continued work on the Minorities Legal Assessment, and prepared a preliminary draft assessment for widows (related to the Women's Assessment, which we further updated this week as well).
- Performed research on Iraq's participation in major human rights treaties and reservations thereto, in addition to research on some less prominent but relevant treaties and associated reservations.
- Conducted work toward a People With Disabilities assessment. The foregoing is all important in fulfilling parts 3.1 and 3.2 of the draft work plan, and we need to be conversant in these key issues in order to concentrate on reform with Civil Society actors and relevant NGOs, as we support them in relevant areas of government engagement.
- Performed targeted outreach to the NGO community in anticipation of grants rollout.

# GRANTS

Draft Pilot Grants Roll-out framework was sent to the COP for review.

## Program Support Unit

- Continued work on gathering, translating and drafting detailed reports about the NGOs' activities and sent the results to the team (Jan. 16-17, 2011).
- Implementing Need Analyses System of the information derived from the outcome of the NGOs meetings and answers and sent the results to the team (Jan. 18-19, 2011).
- Developed an evaluation form for assessing NGOs activities
- Developed schedule form for standards to be adopted in the process of assessment
- Preparing an integrated training data base for Access to Justice which includes USAID standards, training plans, training programs, training courses and training materials (Jan. 24-27, 2011).
- Developing the first curriculum material
- Drafting of Communication Guideline by our Media Specialist on-going since January 28, 2011
- DPK Home Office has identified the new Programme Officer for the Iraq Access to Justice Programme.

# ADMINISTRATION/OPERATIONS

- ISP/VSAT Installed. Suppliers for Server and Photocopier/Printer have been selected and awaiting delivery.
- COTR concurrence was received last January 27, 2011 for the following positions: Capacity Building Specialist and three NGO Coordinators.
- Interviewed candidates for the positions of Finance Officer, Accountant and Finance Assistant; the Finance Assistant had been selected while we have short-listed two candidates for the position of Finance Officer. Monthly financial reporting package have been sent to DPK Home Office.
- The second Interpreter has been identified and recruitment papers are being completed. The Administrative Officer position has already been proposed to DPK Home Office for approval. We are still finalizing our recruitment for the Procurement Officer. Staff for this position has already been identified.
- Mobile phone police (with effect January 1, 2011) for Baghdad is being finalized.

## Erbil

- **General Organization Activities:** Office members worked on the last weekends preparing the office and purchasing the needed office equipment. The program team has also opened their payroll bank accounts with the Trade Bank International (TBI) bank accounts.
- **Daily Activities:** On January 24, 2011, our Legal Advisor visited the Ministry of Interior (MOI) to publish 4Points logo on the building, received the official approval as well. As far as official registered NGOs in the KRG area, Erbil Office NGOs specialist will scan the lists and forward it to Regional Director and Julia Pataki. On January 25, 2011, our Legal Advisor visited the Mentally disordered and people with special needs to collect the Final Draft Law submitted recently to Ministry of Labor & Social Affairs (MOLSA); requested from the NGO to complete answering the Access to Justice Questionnaire. On January 26, 2011, office coordination between Project Assistant and the Office Manager to interview few candidates for certain positions such as: Janitors, cooks, guards; and will continue more interviews on Monday Jan 20, 2011; and collecting (Internal Operator) offers to install soon in the office. On January 27, 2011, the Project Assistant and the Office Manager visited the Deputy Governor for Electricity permission prior to install MSI generator in Erbil Office; NGOs Specialist collected internet offers such as: (Via Telecom) Company, the company will operate starting February. The offer will be included with the rest of Internet offer. A second offer was collected from WEGO internet Company, the offer, conditions and prices will be sent soon to 4Points Company; contacted Dr. Vian Suleiman Haji Bashar of Kurdistan Women Union General Secretary; in order to collect data required by Julia Pataki; contacting Organization President Ms. Ramziya Khan Gender Data & Researches Centre; to collect required data regarding the Draft Law of Gender.

## **UPCOMING ACTIVITIES NEXT WEEK (February 19 to 25, 2011)**

- 1<sup>st</sup> Quarterly Report Submission to USAID
- Annual Work Plan Submission to USAID

## **PENDING ITEMS/ISSUES**

- CO concurrence is still being expected in order to move for the recruitment of Component I Leader. Request for approval has been sent on January 25, 2011.
- On January 16, 2011, the Project Implementation Plan was submitted to USAID, which is still pending their review and approval.
- USAID comments on PMP received and being reviewed.
- Work Plan revisions by DCOP being reviewed internally

- Grants Manual to be reviewed by USAID at the end of January 2011.
- USAID direction as to the process of concluding the Local and Expatriate Staffing and Compensation Plans, which were sent on December 5, 2010, is still pending.
- Still receiving applications for the following national staff positions (that were also published in Al-Sabah newspaper on December 23): Administrative Officer, Procurement Officer, Professional Development Advisor, Legal Education Advisor and Law Faculty Coordinators (three positions).
- A list of pending items/issues due from Sallyport was sent on January 6, 2011. The list covers issues on the delays of completing the work with regards to facilities (e.g. conference rooms), facilities improvements (e.g. DFAC-related, bathroom renovations), and personnel accommodation among others. This item is still on-going.

## CALENDAR OF ACTIVITIES

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>29</b>	<b>30</b>	<b>31</b>	<b>February 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<ul style="list-style-type: none"> <li>• Bill Pryor's confirmed arrival</li> </ul>	<ul style="list-style-type: none"> <li>• 1st Quarterly Report to USAID</li> <li>• Assessment: legal Assistance Needs of Vulnerable Populations to USAID</li> <li>• Initial Grant Rollouts – Rapid Grants to USAID</li> </ul>		<ul style="list-style-type: none"> <li>• Julia Pataki takes her RRB</li> </ul>	<ul style="list-style-type: none"> <li>• Work plan due to USAID</li> </ul>	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	<ul style="list-style-type: none"> <li>• NGO Sustainable Conference (5 days)</li> <li>• Dan Deja takes his RRB</li> </ul>				<ul style="list-style-type: none"> <li>• Julia Pataki returns from her RRB</li> </ul>	<ul style="list-style-type: none"> <li>• Initial Grants Rollout RFA to USAID</li> <li>• Joseph Deaunay on LWOP</li> </ul>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
		<ul style="list-style-type: none"> <li>• Dan Deja returns from RRB</li> </ul>	•			<ul style="list-style-type: none"> <li>• McKinley Posely takes his RRB</li> </ul>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Joseph Deaunay returns from LWOP</li> </ul>		•		<ul style="list-style-type: none"> <li>• CAP Partner's Meeting</li> </ul>		