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**ANNUAL PROGRESS REPORT**

**YEAR 5**

**(January 1 – December 31, 2001)**

**ADMINISTRATION OF JUSTICE SUPPORT PROJECT**

**(AOJS)**

**USAID Contract No. 263-C-00-95-00134-00**

**(AMIDEAST)**

**December 31, 2001**

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	ii-v
1.1 Historical Background.....	1
1.2 Project Objectives.....	1
1.3 Project Description .....	2
2.0 Review of Progress – Year 5.....	3
Task 2.....	3
Task 3.....	6
Task 4.....	10
Task 5.....	18
5 A.....	18
5 B.....	27
3.0 Problems Encountered During Project Year 5 & Recommendations .....	33

### ANNEXES:

- Annex 1: Results Report for 2001
- Annex 2: Procurement Status Update
- Annex 3: Training Report
- Annex 4: Staff Resources
- Annex 5: Technical Assistance Activities
- Annex 6: Project Bibliography

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## ANNUAL PROGRESS REPORT

### EXECUTIVE SUMMARY

In the Fifth Year of the AOJS Project, the major automation tasks have been completed. The automated fee calculation system, the CIRN, and the case management program, the CMA are in place in both pilot courts. The Project has continued to work to reduce case delay in spite of a judicial year in which the courts did not decide cases for 4 months of the year because judges were required to personally supervise Egypt's People's Assembly and Shura Council elections. In view of that unexpected event and in order to complete and consolidate Project goals and make the systems and changes introduced sustainable, the Project has been extended for an additional year beyond the previous December 2001 closing date.

#### **The Automated Case Management Systems Are Revised and Fully Implemented in Both Pilot Courts**

The Case Initiation and Receipting Network, CIRN, was enhanced during the fifth year of the Project. The new version of the software was developed through the efforts of the Egyptian software development firm who developed the original version, AOJS technical personnel and members of the North Cairo Court staff. The CIRN point of sale computers calculate the fee due for each civil case, randomly choose an appropriate judicial panel, assign a first hearing date, and print a receipt. The enhancements made improvements to the scheduling of the first hearing, more user-friendly management files, and add new data to the printed receipt.

The Case Management Application, CMA, was fully implemented in North Cairo court during this year. All 50,000 pending civil, commercial, and taxes cases have been entered in the system, a remarkable achievement for a judicial system that previously had no automation capability. The CMA was also installed in the project's second pilot court, Ismailia. The hardware necessary for training was installed and a training room with 12 personal computers was created. Two groups of clerks were trained and the system began live operation in June. All 3500 pending cases in Ismailia have been entered in the CMA. Both Courts have begun the process of updating case data information to enable the system to produce daily hearing rolls, case information, certificates of case status, Ministry of Justice required statistical reports, final judgment information, case age information, and other aggregate data needed to monitor case delay. The CMA will allow circuit clerks, supervisors, court administration officials and judges to monitor the progress of cases in the court. Court managers will use this information to target the causes of case delay.

In addition to the implementation efforts, the project has worked hard to ensure the sustainability of the systems provided and to encourage their replication of them in other courts of Egypt. Several technical staff members of the Judicial Information Center of the Ministry of Justice, and employees of the Court have worked closely with the software developers and AOJS team members to develop new versions of the CIRN and the CMA. True ownership of these new versions by the JIC and the Courts will enhance the likelihood that the systems will endure in the two pilot courts when the project is completed and will more likely support the replication of automation throughout the courts of Egypt. To further those ends the project has continued to provide training to the JIC and Court technical staff responsible for maintaining the systems. Both the CIRN and CMA are now maintained exclusively by JIC and Court staff.

The judges have continued to use the CD-ROMS that contain the laws of Egypt to conduct legal research and have continued to use the previously supplied computers to type final judgments.

The automated typing pool in North Cairo Court that began official operations in June 1999 continued to operate smoothly and efficiently. For the past year, the typing pool has been operated and maintained solely by the staff of North Cairo Court and therefore stands as an excellent example of a successful, sustainable automation activity.

#### **Court Administration Continues to Work to Reduce Case Delay**

The Court Administration team met individually with each experimental panel during the first three quarters of the year. During those meetings, the judges were given statistics which reflected the progress made to decide cases. The meetings also provided an opportunity to encourage and monitor the use of project-supplied computers and legal research CD's and to update the judges on the implementation in the Court of the CIRN and CMA programs. The meetings served to continue to place the goal of case delay reduction before the judges and to continue the effort to change and shape judicial attitudes to place the efficient disposition of cases in the forefront of consideration by the judges. The project compiled a list of the best practices created by the judges to reduce case delay and those ideas were shared with other judges. Work with the judges was hampered, however, in the second quarter of the year. The judiciary was required to fully supervise the Shura Council elections throughout the country. Training, preparation, and supervision of the elections consumed almost all of the judges' time during that quarter. All case dispositions were halted and all cases were continued until after the election process was completed.

The Court Administration team continued its work to re-engineer the way in which the Court processes cases. Work was done throughout the court to integrate the CIRN and the CMA into the Courts' existing processes. Committees of North Cairo Court staff, project experts, and judges assigned to administrative duties, confronted the issues presented by the implementation of the automated systems. The committees dealt with a range of practical problems: the placement and assignment of personnel, the integration of manual procedures into the automated systems, the allocation of work between general clerical staff and those assigned to specific judicial panels.

The team also worked extensively throughout the year with staff and supervisors of each court to structure the best method of entering all pending cases and updating case information on the CMA. In October, the new Chief Justice of North Cairo Court re-assigned the judges within panels, the subject area assigned to each panel, and the location of each panel's hearings. That required extensive revision of data that had already been entered on the CMA system. A new method of updating data, which utilizes a staff of clerks dedicated to the CMA rather than individual circuit clerks, was initiated at the close of the year.

The extensive remodeling, by a court appointed contractor, of the Archive space in the basement of North Cairo Court began during the year. Several rooms have been completely remodeled and files have been relocated. Completion of the project has been delayed because space under the control of the Ministry has not yet been cleared for use. Once all the construction has been completed, the plan created for the Archives can be implemented.

In recognition of the fact that a large portion of case delay is due to the time it takes to receive reports from the Expert's Department, the project suggested the creation of a committee to work to streamline the expert process at North Cairo court. The Chief Justice appointed that committee and it made recommendations and implemented some changes in the method of referral by the court to the expert's department.

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### Judicial and Staff Training— Sustainability is the Focus

The Project designed and conducted the first workshop for all the Chief Justices of the First Instance courts of Egypt in September. This important 3-day conference focused on the role of Chief Justices as managers of the Court. In addition to a discussion of management ideas, the Chief Justices identified common problems and worked in small groups to suggest solutions. This gathering was the first opportunity for the Chief Justices to share problems and ideas. Because of the enthusiastic response to the program, the Ministry of Justice has agreed to support additional meetings next year.

The full implementation of version 2.2 of the CMA automated system required an extensive training effort during this year. More than 160 court supervisors, clerks, and administrative judges were trained in the management and reporting functions of the program in North Cairo Court. The trainees were divided into 8 discrete groups and the training program was tailored to the individual needs of each group. Over 40 staff members in Ismailia Court were trained in both the data entry and reporting functions of the CMA. The creation of these tailored programs required the contribution of all three AOJS teams.

The Assistant to the Minister of Justice for the National Center for Judicial Studies along with five senior level staff members attended a training center management observation tour in the first quarter of the year. The study tour included visits to judicial, university, and corporate training centers throughout the United States. The participants created action plans that were utilized in the work of NCJS throughout the year. The tour also provided NCJS leadership with ideas to be incorporated in an anticipated major revision of judicial training in Egypt.

The Project provided a Masters level TOT course in January which was designed to further enhance the quality of judicial instruction by training the eleven instructors at NCJS to provide in-house TOT training for all other NCJS instructors. The graduates of this course then conducted two sessions of a basic TOT course for 30 instructors. In October of this year, NCJS conducted a demonstration TOT course for judicial educators from nine countries in the Arab world. The transformation of NCJS into the leader in judicial education in the Arab world is a dramatic example of successful, sustainable, capacity building.

The Personnel Computer Literacy Lab (PCLL), consisting of three training rooms with nine computers each, was completed last year at the National Center for Judicial Studies. This year the focus was the reorganization of the PCLL administration, development of a schedule of course, and the delivery of computer classes to judges and staff members of the Ministry of Justice. A management-consulting firm hired by the project helped NCJS reorganize the administration and operation of the PCLL. The computer teaching manuals were updated, an annual training calendar has been completed, and judges and staff members of the Court and NCJS were trained.

The program for new chief judges designed by Project staff and Staff at NCJS last year was delivered on two occasions this year. Chief Judges of the 3-judge panels in the Egyptian courts of first instance control everything about the pace and quality of litigation. The program was designed to focus on each aspect of a chief judge's role and to allow the participants to plan an efficient method of considering and deciding cases. NCJS faculty presented the program with limited assistance by project staff. This important course has now become an integral part of the NCJS yearly schedule.

In February the Project again presented a program on judicial independence, effective case disposition, and the role of the judiciary in society to over 60 judges. The program, entitled "Enhancing the Judicial Process", had been created last year by the International Development Law Institute, and is based upon discussions with the project's Senior Judicial Specialist. The program was again presented entirely in Arabic.

The project provided several technical computer maintenance and training programs for the technical support personnel of North Cairo Court, Ismailia Court, and the Judicial Information Center (JIC). Those training programs are a critical part of the project's plan to have competent in house support capability for each automated system that has been provided. It is essential that training and direction be provided to the JIC and to the Courts if the computer systems that have been provided are to be sustainable and replicable. As a result of these training efforts, JIC and court technical support teams now supply all necessary maintenance for all the AOJS initiated automation systems.

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## 1. ANNUAL PROGRESS REPORT

### 1.1 Historical Background

The AOJS project had its genesis in a request by the GOE Ministry of Justice directed to USAID for assistance in automation aspects within the court process. The final version of the project was the result of lengthy negotiations in response to this initial request and serious studies done in the interim period to assess the judicial environment, shortcomings and needs. The resulting project design represents the first such project in Egypt and attempts to capitalize on various reform efforts already underway within the GOE and the need for a supportive legal environment expressed by the international business community.

From the USAID standpoint, the project brings the judicial component into the activities directed toward the agency's Mission Strategy subgoal of creating an enabling environment for sustainable democracy. From the perspective of the MOJ, the project presents an opportunity to bring judicial reform, both procedural and substantive, to the court system and to substantially upgrade the capacity of the system to deal efficiently and effectively with legal disputes. The improvement of automated systems within the court system and the upgrading of access to legal materials through redesign of existing databases are expected to produce far-reaching improvements in the judicial decision-making process. Thus, the AOJS project represents a true partnership arrangement, which fits the long-term needs of each side.

### 1.2 PROJECT OBJECTIVES

The AOJS project seeks to promote reform and improvement in both the operation and performance of the civil court system of Egypt. In that respect, the existing court structure and the surrounding justice environment demonstrates a number of enabling factors which mitigate in favor of the project and upon which the project can build. Among these are a long history of judicial independence, a high degree of motivation for improvement which exists within the MOJ itself, various initiatives which are already in place leading toward positive change and a growing awareness among the larger body of judges nationwide of the need for significant judicial system reform. It is believed that these factors, among others, lead to a receptive environment for the implementation of project goals and objectives.

Each of these positive factors provides a basis for the undertakings of the AOJS project over the life of the project. In general, these undertakings are as follows:

- Case delay reduction through administrative reform in two selected Pilot Courts, including positive action by the judges in case management, more active judge's role in case scheduling, improved case processing, calendaring, record reduction and empowered administrative practices.
- Development of automated systems and procedures, including automated case initiation and fee collection. Pilot Court automation assistance in connection with administrative and caseload management reform and the development, installation, training and ongoing support necessary to provide in-home computer capability for more than 70 test judges from Pilot Courts.

Each of these objectives is designed to advocate positive change within the judicial system itself and within the surrounding legal environment in the interest of a more informed, enlightened and positive judiciary and an improved legal structure providing a more expeditious, orderly and predictable result. The AOJS project team is organized in a manner, which lends itself to healthy reform within the overall constraints inherent in the system and recognizing the special needs of the Egyptian culture and history.

The team is organized around the concept of open communication between team members consisting of both American expatriate and Egyptian experts in related fields and their counterparts within the Egyptian court system. The project team staff consists of:

The Judicial Education Team, composed of a very experienced American judicial education expert, teamed with an Egyptian with a high degree of experience dealing with GOE related enterprises and USAID requirements.

The Court Administration Team, which is made up of a highly qualified and experienced court management expert American expatriate, coupled with an Egyptian lawyer, member of the lawyers syndicate and experienced litigation specialist.

The Court Automation Team, including an American management information specialist highly experienced in court-related automation projects in a variety of court settings and an Egyptian automation expert who will be consulting on a variety of special problems in exporting court-related technology to the Egyptian system.

Finally, the team is under the overall direction of the Chief of Party/Senior Judicial Advisor, who is a former judge with extensive case management and court automating experience.

This team works directly with similar teams of Egyptian court experts including designated members of the MOJ, the Pilot Courts, the NCJS and the judiciary itself. It is believed that the combination of various expert fields of endeavor and the concentration on a cross-cultural approach will provide an environment in which suggested improvement can flourish and continue on a sustainable basis.

### 1.3 PROJECT DESCRIPTION

The AOJS project is designed around a series of tasks which are intended to provide the structure to advance the courts in the process of the achievement of the Mission Goal and sub-goals associated with the improvement of ROL initiatives in Egypt. The Mission Goal involves the Enhancement of Egypt's role as a model of stability, democracy, freed markets and prosperity in the region. The Sub-Goal is the creation of an enabling environment for sustainable democracy.

The efforts of the AOJS project relate specifically to the Strategic Objective of the creation of an improved Civil legal system and the expected project outcome of the delivery of judicial services in a more timely fashion and the appropriate application of the Rule of Law. In order to advance these goals and objectives, the project addresses a number of related activities, as follows:

1. The improvement of administrative capabilities in two Pilot Courts through both Manual and automated re-engineering.
2. The improvement of the decision-making process in the two Pilot Courts.
3. The improvement of access to legal source materials on the part of the Judiciary.
4. The improvement of the administration of the National Center for Judicial Studies.
5. The improvement of the educational environment, technology and methodology

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## 2.0 REVIEW OF PROGRESS – YEAR FIVE

The following activities occurred during the fifth Project Year consistent with the fifth Annual Workplan. A summary of achievements for the first through the third quarters and the details for the fourth quarter are listed below. It should be noted that the fourth quarter activities are mostly a continuation of the third quarter, except in some cases where new activities were added, because the plan assumed that the project completion date was December 28, 2001. On November 19, 2001 AOJS contract was extended through December 28, 2002.

### TASK 2: CONSTITUENCY-BUILDING

#### ACTIVITIES PLANNED FOR PROJECT YEAR FIVE

##### January-March, 2001

1. Pilot Court Judicial district meetings
2. Publication of Project newsletter
3. Meetings with interested business and legal groups and individuals
4. Monitor local press for articles about project activities

##### April-June, 2001

1. Pilot Court Judicial District Meetings
2. Publication of Project newsletter
3. Meetings with interested business and legal groups and individuals
4. Monitor local press
5. Training activity for non-pilot Court judges

##### July-September, 2001

1. Pilot Court Judicial District Meetings
2. Publication of Project newsletter
3. Meetings with interested business and legal groups and individuals
4. Monitor local press

##### October-December, 2001

1. Pilot Court Judicial District Meetings
2. Publication of Project newsletter
3. Meetings with interested business and legal groups and individuals
4. Monitor local press

#### RESULTS ACHIEVED BY QUARTER

##### January – March 2001:

Meetings were held with the pilot court judges in February. Panel statistics, project goals and activities were reviewed. This quarter's newsletter was published and distributed during March to all Chief Justices of 1<sup>st</sup> Instance Courts. Training took place at the National Center for Judicial Studies for courses sponsored by the project that included participants from the courts of Egypt.

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**April-June 2001:**

Meetings were held with the Chief Justices and judges of the Pilot Courts. Project newsletter was written, printed and distributed to selected Ministry officials and to all Judges of the pilot courts. The project conducted an in depth demonstration of the case management application for a delegation from Morocco. The delegation also visited the North Cairo Court and listened to employees of the Court who presented information about the CMA and the re-engineering efforts which have taken place during the course of the project. Additional articles citing automation efforts have appeared in the local press.

**July-September 2001:**

A meeting was held between the new Chief Justice of North Cairo Court and USAID officials and Project leaders. Meetings were also held with the experimental panel judges on August 28,30 and September 4,6,11,13,20. The newsletter for this quarter was printed and distributed on August 21 to all the experimental panel judges, judges who work at the National Center for Judicial Studies, and important officials of the Ministry of Justice. The COP/Senior Judicial Advisor and other staff members met with judges from other parts of Egypt attending training programs at NCJS, government officials attending official receptions, and judges from Yemen and the Palestinian Authority. Articles have appeared in the local press concerning the automation efforts in North Cairo Court.

**October-December 2001:**

**PILOT COURT JUDICIAL DISTRICT MEETINGS:** Project team members have met several times with the Chief Justice, follow up judges, clerks, and other staff members of North Cairo and Ismailia Courts throughout the quarter.

**PUBLICATION OF PROJECT NEWSLETTER:** The Project newsletter was written, printed and distributed by December 6 to all pilot court judges, Chief Justices of Courts of First Instance, and selected Ministry of Justice officials.

**MEETINGS WITH INTERESTED BUSINESS AND LEGAL GROUPS AND INDIVIDUALS:** The COP has met with business leaders, visiting lawyers, and editors of local magazines. The COP presented an overview of the AOJS project to a visiting delegation from 8 Arab countries.

**MONITOR LOCAL PRESS:** In November, an extensive article about the AOJS project appeared in Al Akhbar, a very well respected Cairo newspaper. The article detailed the goals of the project, the successful automation efforts in the two Pilot Courts, and noted the Ministry of Justice's plan for replication of the project throughout the courts of Egypt. Prominently featured in the article were Ministry of Justice counterparts from the JIC, NCJS, and the North Cairo Court. *Copy of the article and the English translation is on the following pages.*

## Major Changes in the Egyptian Courts

### Introduction:

The top priority for the court system in Egypt is to provide better judicial services to the people, simplify procedures and fight corruption. If this is achieved, it would be a real revolution for the court system in Egypt.

Through the AOJS project, which started 5 years ago in both north Cairo and Ismailia courts, technical assistance has been provided by the U.S. at a cost of \$17 million. As a result of the project, 65 Judges in each of the courts are now using laptops. In addition, most of the court assistants and clerks got CMA computer training and almost all of the new cases are saved electronically and hearings are assigned randomly without any clerical interference.

After the success of the project, that had been implemented in cooperation with USAID, there are new plans to replicate it in all the courts in Egypt within one year, thus a sixth year extension has been granted to the project. The project will help the Cairo Court of Appeals and the High Constitutional Court which will receive a new computer system at a cost of 2 millions pounds.

Counselor Ali El Sadek, Assistant to the Minister of Justice and Director of NCJS, said that NCC was chosen as an example of a big size court and Ismailia as an example of a middle-sized court. The procedures in both courts were streamlined and the systems simplified.

The flow of cases, follow-up procedures and the paying of fees for example, became much easier. A developed system was created to guarantee total control of the chief Justice and the Judges on the various civil, commercial and criminal cases, he added.

### Case Management

Counselor Ali El Sadek said that currently case filing takes place in the front counter and it takes only a few seconds. The litigant pays the fees, is assigned a hearing time, and submits documents in the

same place without any clerical interference thus saving a lot of time and effort. As for the case management, the chief Justice and Judges can use this system to get information on any of the cases and follow up on them a short time.

Counselor Sadek confirmed that the results of the program through the last five years have proven its great success and that the final evaluation on both systems is now being undertaken in preparation for the project replication in 22 courts all over Egypt.

### Judicial Studies

Counselor Ali El Sadek noted that the project agreement signed by the Minister of Justice, Counselor Farouk Seif El Nasr, included the development of the National Center for Judicial studies and the administrative workflow within the center through developing different training courses. A database of all the trainees whether Judges, prosecutors, or State Council employees was developed. Also, a computer network was installed at the center.

He added that the project was implemented at a cost of \$17 million, given as a grant from USAID. He confirmed that the American role is limited to providing training, court administration and automation experts in the field of Justice. A team of Egyptian experts is working as well on the project. The American team is led by Judge Joe Bellipanni who is very much experienced in this field.

Also, the Judicial Information Center (JIC), which is directed by Counselor Mohamed Saleh and supervised by a specialized engineer from the Cabinet Information and Decision Support Center, is now being developed in preparation for the center to undertake the replication of this system in all the Egyptian courts. A database is being developed for legal precedents from the Court of Cassation and High Constitutional Court as well as programs for legal research.

### NCC The Pilot Court

El Akhbar newspaper took a tour in NCC, the pilot court which witnessed the success of the project in a highly recommended way by all the litigants and attorneys in the court.

The court is led by Counselor Ahmed Maged, Judges and their assistants are being trained to use the computers. 65 laptops were provided to Judges and they use it in the hearings and to follow-up on the cases, in addition to another 134 computers that were distributed to the employees and circuit clerks who deal with the public.

We followed the workflow in the court which goes as follows: case initiation in the front counter where fees are estimated and paid and the case given a number. Then the employee takes the case file to the indexers where they put the data into the computer system and assign hearings for the case. After that, the circuit clerk switches on his computer where he finds all his cases in his panel and he can present it to the Judge, the Judge then starts to follow up on his case on the computer and a decision is then made quickly.

The new system allows the customers to follow up on their cases, so they can require about it at the Information desk which directs them to the circuit clerk who has the case or to the hearing room.

### Constitutional Court on The Way

Counselor Ezzat El Sayed - Assistant to the Minister of Justice for the Courts affairs, said that the JIC prepared a report on the steps to develop workflow procedures at the High Constitutional Court using modern techniques. Computers and their accessories will be available at the court and local networks will be installed. He added that the court rooms and conference halls will be equipped with modern equipment as is the case at the High Constitutional Court in the U.S.

He also said that the project includes developing document management, storage, retrieval and transferring data from one system to another in the shortest time possible. A part of the project is to connect those networks to the People's Assembly and Shura Council, to the Court of Cassation, Higher Administrative Court, and to the Cabinet Information and Decision Support Center. The total cost of this project is about 2 million pounds.

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**DELIVERABLES DURING PERIOD**

<i>1. Publication of Project newsletter each quarter</i>	<i>Completed</i>
<i>2. Meetings with interested business and legal groups and individuals</i>	<i>Completed</i>
<i>3. Meetings with Egyptian judges of courts not part of the pilot sites</i>	<i>Completed</i>
<i>4. Training of judges not in the pilot courts</i>	<i>Completed</i>



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### TASK 3: STRENGTHENING NCJS RESEARCH RESOURCES AND ADMINISTRATIVE CAPACITY

#### ACTIVITIES PLANNED FOR PROJECT YEAR FIVE

##### January – March, 2001

1. PCLL Manual and Systems Monitoring
  - 1.1. Finalize PCLL Administrative Operations and Procedure Manual
  - 1.2. Monitor utilization of PCLL Manual
  - 1.3. Monitor PCLL staffing assignments
  - 1.4. Monitor development of annual training calendar
2. NCJS Curriculum Development Committee (pending MOJ Approval) – AOJS/VENDOR
  - 2.1 Establish Curriculum Development Committee
  - 2.2 Write Statement of Work for Curriculum Development Consultant/Vendor
  - 2.3 Issue RFP/competitive bidding process to identify Consultant/Vendor
  - 2.4 Conduct initial Committee meeting with Consultant/Vendor and establish time lines and work plan
3. Basic TOT Program
  - 3.1 Monitor implementation of pilot Basic TOT Program for new judicial instructors
  - 3.2 Evaluate pilot Basic TOT Program and make required revisions
4. NCJS Training Center Management OST in US – DT2/VENDOR:International Judicial Academy
  - 4.1 NCJS Training Center Management OST in US
  - 4.2 Finalize pre-departure processes with participants and DT2
  - 4.3 Finalize program itinerary and design with DT2
  - 4.4 Work with participants to develop action plan at end of program

##### April – June, 2001

1. PCLL Systems Monitoring
  - 1.1 Monitor utilization of PCLL Administrative Operations and Procedures Manual
  - 1.2 Monitor implementation and evaluation of computer course offerings
2. NCJS Curriculum Development Committee
  - 2.1 Continue to conduct Committee meetings with Consultant/Vendor
  - 2.2 Collect existing course documentation
  - 2.3 Establish standard course outline format
  - 2.4 Prepare course documentation in standard format
3. Basic TOT Program
  - 3.1 Monitor implementation of revised Basic TOT Program for new judicial instructors
  - 3.2 Evaluate Basic TOT Program
4. NCJS Training Center Management OST in US
  - 4.1 Monitor implementation of action plan

##### July – September, 2001

1. PCLL Systems Monitoring
  - 1.1 Monitor utilization of PCLL Administrative Operations and Procedures Manual
  - 1.2 Monitor implementation and evaluation of computer course offerings
2. NCJS Curriculum Committee
  - 2.1 Continue to conduct Committee meetings with Consultant/Vendor

- 2.2 Prepare NCJS Directory of Course Offerings
- 3. NCJS Training Center Management OST in US
  - 3.1 Monitor implementation of action plan

#### October – December, 2001

- 1. PCLL Systems Monitoring
  - 1.1. Monitor utilization of PCLL Administrative Operations and Procedures Manual
  - 1.2. Monitor implementation and evaluation of computer course offerings
- 2. NCJS Curriculum Committee
  - 2.1. Continue to conduct Committee meetings with Consultant/Vendor
  - 2.2. Prepare NCJS Directory of Course Offerings
- 3. NCJS Training Center Management OST in US
  - 3.1. Monitor implementation of action plan

### RESULTS ACHIEVED BY QUARTER:

#### January-March 2001:

The MEAG consulting team presented the complete PCLL Administration Operations and Procedures Manual to the NCJS management during a meeting that was held at NCJS on January 17. AOJS met with Counselor Ali El Sadek, the NCJS Director, to discuss the Center's strategy for utilizing the Manual. Counselor El Sadek decided to start with implementing the first 2 recommendations in the Manual – revising the staffing pattern and redesigning the needs assessment instrument that the PCLL uses. The TOT training program, featuring the pilot implementation of the Basic TOT Program that was developed during the Masters' TOT Program, was conducted during the March 24<sup>th</sup> to April 4<sup>th</sup> time frame. The 8-day, 40-hour program is comprised of 8 modules that focus on the basic knowledge and skills that trainers need to design and implement training programs to adult learners. A training center management observation tour was implemented in the U.S. from January 26 through February 19. The Assistant to the Minister for NCJS Affairs and 5 NCJS staff members attended this study tour which included visits to judicial, university, and corporate training centers in Washington, D.C., Virginia, California, Nevada, and Arizona. The AOJS Judicial Training Specialist accompanied the participants on this study tour, which AOJS organized through the Development Training 2 Project and its subcontractor for this training program, the International Judicial Academy. As part of the DT2 re-entry procedures, the participants prepared individual action plans, outlining the application of activities/strategies that were developed as a result of the study tour.

#### April-June 2001:

NCJS continued to implement recommendations contained in the PCLL Manual during this quarter. First, NCJS arranged to have the MOJ send one of its computer specialists to the PCLL on a full-time basis. Second, NCJS also appointed 3 new administrative staff members to the PCLL; these individuals are responsible for providing administrative support during the planning and implementation of the computer training programs. Third, selected members of the instructional staff updated the course materials for the Windows 98 and the Word 97 courses based on the model materials presented in the Manual. The first round of Windows 98 training courses ran from June 23<sup>rd</sup> to 27<sup>th</sup>, and the first round of Word 97 training courses started ran from June 30<sup>th</sup> to July 4<sup>th</sup>. The participants included 14 judicial and non-judicial staff members from the North Cairo Court and the South Cairo Court.

The pilot implementation of the Basic TOT Program ended on April 4<sup>th</sup>; 8 NCJS instructors completed the program. NCJS and AOJS then jointly reviewed the lessons learned and the evaluation results from this pilot program, and scheduled the second iteration of the program. As with the pilot iteration, a team of 3 senior-level instructors who completed the TOT Master's Program revised the program materials and implemented the program to 14 different NCJS instructors who had previously never attended a TOT program; the iteration of the program started on June 30<sup>th</sup>. AOJS, in conjunction with the DT2 Project, implemented a 5-day, off-the-shelf program entitled Concepts of Training Program Administration. This program, held at NCJS from June 23<sup>rd</sup> through 27<sup>th</sup>, focused on basic strategies and approaches for planning and organizing training programs. 3 judges and 12 logistics officers from NCJS and the PCLL attended this training program.

#### **July-September 2001:**

The PCLL staff developed a draft of an annual training calendar that provides time frames for all of the courses scheduled to be taught through the end of this year. Also, the second round of computer training courses for judicial and non-judicial staff from various Courts in Cairo that started in June 2001 continued to be implemented during the quarter, with a total of 43 judges and 82 non-judicial staff from the Courts attending various courses. NCJS waited for MOJ approval of the curriculum development activity so that the Committee can be formed and the curriculum review process could begin. The second iteration of the basic TOT training program ended on July 11<sup>th</sup> time frame. 3 senior-level NCJS faculty members delivered this 8-module course to 14 other faculty members who teach courses at NCJS, but who had not previously participated in a TOT program. An analysis of the results of the pre- and post-tests for this program indicate a 22.5% increase in the participants' knowledge based on their attending this program. As a result of this program, NCJS has developed a complete TOT Master Kit featuring a trainer's guide, a trainee manual, and evaluation instruments.

#### **October-December 2001:**

##### Activities Started During this Quarter:

**CASE MANGEMENT TRAINING PROGRAM IN THE U.S.:** AOJS started the planning process for this training program with NCJS and the DT2 Project during this quarter. This program, originally scheduled to be implemented in October 2001, will feature a group of senior-level judges and chief judges attending a 3-module program that focuses on the theory of case management/delay reduction, judicial leadership, and change management; observations in courts/meetings with judges and court administrators that have implemented case delay reduction plans; and the preparation of a draft national case delay reduction plan for Courts of First Instance. The program is now scheduled to be implemented in February 2002.

##### Activities Completed this Quarter:

**PCLL MANUAL AND SYSTEMS MONITORING:** NCJS continued to implement recommendations contained in the PCLL Manual during this quarter. The PCLL staff developed a format for an annual training calendar that will be used to chart the various courses and their respective time frames. Also, the second round of computer training courses for judicial and non-judicial staff from the Ministry of Justice and various courts in Cairo that started in June 2001 continued to be implemented during the quarter, with a total of 14 judges and 170 non-judicial staff from the Courts attending MS Windows and Word courses.

In addition, selected staff worked on assessing the feedback received from a training needs assessment questionnaire that was distributed to all Courts of First Instance and other Ministry of Justice entities. This feedback will determine which computer training courses NCJS will focus on during CY 2002. Thus, this expected outcome for Year 5 was achieved.

NCJS TRAINING CENTER MANAGEMENT IN THE US: NCJS continues to implement ideas contained in its action plan, including long-range planning for the establishment of a full-fledged judicial academy. Thus, this expected outcome for Year 5 was achieved.

Activities Not Begun This Quarter:

NCJS CURRICULUM DEVELOPMENT COMMITTEE: This activity continues to be postponed, pending the MOJ approval of establishing this Committee. Thus, this expected outcome for Year 5 was not achieved.

**ADDITIONAL TRAINING ACTIVITIES NOT REFLECTED IN THE WORKPLAN:**

BASIC TOT PROGRAM: NCJS implemented the initial phase of the first-ever regional TOT program for judicial educators from October 27 through November 6. Judicial education center directors and judicial education specialists from 9 countries – Algeria, Bahrain, Jordan, Lebanon, Morocco, Sudan, Tunisia, Yemen, and Egypt – attended this program, which featured two NCJS senior staff members' delivering NCJS's Basic TOT Program to the participants. The Basic TOT Program was developed as the product of the Master TOT Program by a group of senior-level NCJS instructors who attended the Program that AOJS implemented in January 2001.

The US State Department funded this regional TOT program through its Annual Open Grants Program and the AMIDEAST Headquarters and Egypt country office administered the program. The second phase of the program will be implemented in January 2002, during which time 1 representative from each country's delegation will attend a US-based program that examines strategies and trends for educating judges in the US.

While the AOJS Project was not directly involved in organizing or implementing this regional TOT program, it is important to highlight the program as an example of sustainable institutional capacity development that NCJS and the AOJS Project established cooperatively over the first five years of the AOJS Project. Thus, this expected outcome for Year 5 was achieved.

**DELIVERABLES DURING PERIOD**

1. <i>PCLL Administrative Operations and Procedures Manual</i>	<i>Completed</i>
2. <i>Publication of Annual Training Calendar for PCLL</i>	<i>Completed</i>
3. <i>NCJS Directory of Course Offerings</i>	<i>Postponed to Year 6</i>
4. <i>Action Plan for Training Center Management Issues</i>	<i>Completed</i>
5. <i>In-House Basic TOT Course</i>	<i>Completed</i>

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## TASK 4: JUDICIAL AND STAFF TRAINING

### ACTIVITIES PLANNED FOR PROJECT YEAR FIVE

#### January – March, 2001

##### *CMA RELATED TRAINING*

1. CMA V 2.1 Data Entry Training Program at NCC -- DT2/VENDOR: Intercom
  - 1.1. Continue to implement training program through the DT2 subcontractor as per established schedule
2. CMA V 2.2 Management and Reporting Functions Training Program at NCC – DT2/VENDOR: Intercom
  - 2.1. Design training program for NCC with the DT2 subcontractor, in conjunction with the Court Automation and Court Administration teams
  - 2.2. Prepare new edition of the CMA User's Manual with the AOJS subcontractor for V 2.2 of application, including sections on Management and Reporting Functions, in conjunction with the Court Automation and Court Administration teams
  - 2.3. Identify participants for CMA V 2.2 Management and Reporting Functions Training Program for NCC, in conjunction with the Court Administration team
  - 2.4. Determine implementation schedule for training program
3. CMA V 2.2 Data Entry and Management and Reporting Functions Training Program at ISC – DT2 VENDOR
  - 3.1 Write Statement of Work for CMA V 2.2 Data Entry and Management and Reporting Functions Training Programs and work with DT2 to issue subcontract to vendor
  - 3.2 Identify participants for CMA V 2.2 training programs, in conjunction with the Court Administration team
  - 3.3 Prepare implementation schedule for training programs
4. Abbreviated Windows/Basic Computer Skills Training Program for ISC – DT2/VENDOR
  - 4.1 Conduct training needs assessment of candidates identified for CMA training, in coordination with the Court Administration team and determine if course is needed
  - 4.2 Finalize DT2 paperwork for off-the-shelf course vendor, if course is needed
  - 4.3 Orient DT2 vendor, if needed
  - 4.4 Schedule and conduct training program, if needed

##### *NON-CMA RELATED TRAINING*

5. TOT Master's Program – AOJS/VENDOR: MEAG
  - 5.1 Finalize course materials with AOJS subcontractor
  - 5.2 Implement and evaluation program
6. Basic TOT Program
  - 6.1 Monitor first iteration of TOT Program implementation for new NCJS faculty
  - 6.2 Evaluate program
7. Enhancing the Judicial System II Workshop - AOJS/VENDOR: IDLI
  - 7.1 Finalize subcontract with Vendor through AMIDEAST HQ
  - 7.2 Identify participants through application for first iteration of workshop
  - 7.3 Finalize course content and course materials with Vendor
  - 7.4 Implement and evaluation workshop
8. New Chief Judges Training Program
  - 8.1 Identify participants with NCJS
  - 8.2 Finalize revision of course materials produced during Year 4
  - 8.3 Issue subcontract for Time Management Consultant

- 8.4 Implement program
- 8.5 Evaluate program and complete revision of Course Master Kit
9. PC Trouble Shooting Training Program for NCJS/PCLL Instructors – AOJS/ VENDOR
  - 9.1 Finalize course content in conjunction with the Court Automation team
  - 9.2 Identify participants through NCJS
  - 9.3 Select Vendor
  - 9.4 Implement and evaluate program
10. Customer Service for User Support – AOJS/VENDOR
  - 10.1 Write Statement of Work for Vendor
  - 10.2 Issue RFP/competitive bidding process to identify Consultant/Vendor
  - 10.3 Orient Vendor and prepare design and implementation schedule
  - 10.4 Implement and evaluate course
11. Computer Maintenance and Administration Training: Lotus Notes/Domino – ISC – DT2/VENDOR
  - 11.1 Identify participants in conjunction with the Court Automation team
  - 11.2 Finalize DT2 paperwork
  - 11.3 Orient DT2 Vendor and prepare implementation schedule
  - 11.4 Implement and evaluate program
12. Chief Justices' Workshop I – AOJS/VENDOR
  - 12.1 Write Statement of Work
  - 12.2 Issue RFP/competitive bidding process to identify Consultant/Vendor  
Orient Consultant/Vendor and prepare implementation schedule

**April – June, 2001**

*CMA RELATED TRAINING*

1. CMA V 2.2 Management and Reporting Functions Training Program at NCC
  - 1.1 Implement various iterations of the program for identified groups of participants
  - 1.2 Evaluate training program
2. CMA V 2.2 Data Entry Training Program at ISC
  - 2.1 Orient DT2 Vendor
  - 2.2 Implement various iterations of the program for identified groups of participants
  - 2.3 Evaluate training program

*NON-CMA RELATED TRAINING*

3. Basic TOT Program
  - 3.1 Monitor second iteration of TOT Program implementation for new NCJS faculty
  - 3.2 Evaluate program
4. Enhancing the Judicial System II Workshop/IDLI
  - 4.1 Identify participants through application procedure for second iteration of workshop
  - 4.2 Implement and evaluate workshop
5. Chief Justices' Workshop I
  - 5.1 Determine participants through NCJS
  - 5.2 Make administration and logistical arrangements for workshop
  - 5.3 Finalize training materials for workshop with Consultant/Vendor
  - 5.4 Implement and evaluate workshop
  - 5.5 Design Workshop II
6. Positive Role of the Judge Regional Workshop I
  - 6.1 Design workshop with NCJS and instructor
  - 6.2 Identify participants and venue for implementation

- 6.3 Make administrative and logistical arrangements
- 6.4 Implement and evaluate workshop
- 7. Computer Maintenance and Administration Training: Windows NT 4.0 Core -- DT2/VENDOR Technologies and Administration for JIC, NCC, and ISC
  - 7.1 Identify participants in conjunction with the Court Automation team
  - 7.2 Finalize DT2 paperwork
  - 7.3 Orient DT2 Vendor and prepare implementation schedule
  - 7.4 Implement and evaluation program
- 8. Executive Management Program for NCJS, JIC, NCC, and ISC -- DT2/VENDOR
  - 8.1 Identify participants in conjunction with the Court Automation and Court Administration teams
  - 8.2 Determine training needs
  - 8.3 Survey market for off-the-shelf courses with DT2
  - 8.4 Identify Vendor and complete DT2 paperwork

July – September, 2001

*CMA RELATED TRAINING*

- 1. CMA V 2.2 Management and Reporting Function Training Program at ISC
  - 1.1. Implement various iterations of the program for identified groups of participants
  - 1.2. Evaluate training program

*NON-CMA RELATED TRAINING*

- 2. Chief Justices' Workshop II
  - 2.1. Determine participants through NCJS
  - 2.2. Finalize training materials for workshop
  - 2.3. Make administrative and logistical arrangements
  - 2.4. Implement and evaluate workshop
- 3. New Chief Judges Training Program
  - 3.1. Identify participants with NCJS
  - 3.2. Determine planning and implementation schedule with NCJS
  - 3.3. Implement and evaluate program
- 4. TOT/OJT Program II for NCJS, JIC, NCC and IC – AOJS/VENDOR
  - 4.1. Develop training parameters for program
  - 4.2. Identify Vendor and award subcontract
  - 4.3. Identify participants in conjunction with the Court Automation and the Court Administration teams
  - 4.4. Review course materials with Vendor
  - 4.5. Implement and evaluate program
- 5. Executive Management Program
  - 5.1. Finalize implementation schedule
  - 5.2. Implement and evaluate program
- 6. Computer Maintenance and Administration Training: Lotus Notes/Domino for JIC, NCC, and ISC – DT2/VENDOR
  - 6.1. Identify participants in conjunction with the Court Automation team
  - 6.2. Finalize DT2 paperwork
  - 6.3. Orient DT2 Vendor and determine implementation schedule
  - 6.4. Implement and evaluate program
- 7. Computer Maintenance and Administration Training: Windows NT 4.0 Core Technologies and Administration for JIC, NCC, and ISC -- DT2/VENDOR
  - 7.1. Identify participants in conjunction with the Court Automation team
  - 7.2. Finalize DT2 paperwork
  - 7.3. Orient DT2 Vendor and prepare implementation schedule
  - 7.4. Implement and evaluate program

- 7.5. Implement and evaluation program
8. Basic Management Skills for JIC – pending establishment of JIC Project
  - 8.1. Management Team
  - 8.2. Identify participants in conjunction with the Court Automation team
  - 8.3. Determine training needs
  - 8.4. Survey market for off-the-shelf courses with DT2
  - 8.5. Identify Vendor and complete DT2 paperwork
  - 8.6. Orient DT2 Vendor and prepare implementation schedule

October – December, 2001

*CMA RELATED TRAINING*

1. CMA V 2.2 Management and Reporting Function Training Program at ISC
  - 1.1. Implement various iterations of the program for identified groups of participants
  - 1.2. Evaluate training program

*NON-CMA RELATED TRAINING*

2. Chief Justices' Workshop II
  - 2.1. Determine participants through NCJS
  - 2.2. Finalize training materials for workshop
  - 2.3. Make administrative and logistical arrangements
  - 2.4. Implement and evaluate workshop
3. New Chief Judges Training Program
  - 3.1. Identify participants with NCJS
  - 3.2. Determine planning and implementation schedule with NCJS
  - 3.3. Implement and evaluate program
4. TOT/OJT Program II for NCJS, JIC, NCC and IC – AOJS/VENDOR
  - 4.1. Develop training parameters for program
  - 4.2. Identify Vendor and award subcontract
  - 4.3. Identify participants in conjunction with the Court Automation and the Court Administration teams
  - 4.4. Review course materials with Vendor
  - 4.5. Implement and evaluate program
5. Executive Management Program
  - 5.1. Finalize implementation schedule
  - 5.2. Implement and evaluate program
6. Computer Maintenance and Administration Training: Lotus Notes/Domino for JIC, NCC, and ISC – DT2/VENDOR
  - 6.1. Identify participants in conjunction with the Court Automation team
  - 6.2. Finalize DT2 paperwork
  - 6.3. Orient DT2 Vendor and determine implementation schedule
  - 6.4. Implement and evaluate program
7. Computer Maintenance and Administration Training: Windows NT 4.0 Core
  - 7.1. Technologies and Administration for JIC, NCC, and ISC -- DT2/VENDOR
  - 7.2. Identify participants in conjunction with the Court Automation team
  - 7.3. Finalize DT2 paperwork
  - 7.4. Orient DT2 Vendor and prepare implementation schedule
  - 7.5. Implement and evaluation program
8. Basic Management Skills for JIC – pending establishment of JIC Project
  - 8.1. Management Team
  - 8.2. Identify participants in conjunction with the Court Automation team
  - 8.3. Determine training needs

- 8.7. Survey market for off-the-shelf courses with DT2
- 8.8. Identify Vendor and complete DT2 paperwork
- 8.9. Orient DT2 Vendor and prepare implementation schedule

## RESULTS ACHIEVED BY QUARTER:

### January-March 2001:

The CMA Data Entry Training Program for NCC staff ended on March 1<sup>st</sup>. A total of 159 staff members and 2 MOJ inspectors attended this 13-iteration training program that started in July 2000. The AOJS Court Administration, Court Automation, and Judicial Education teams determined that there would be 8 categories of trainees for the CMA V2.2 Management and Reporting Functions training program; this program was scheduled to be implemented from June 12<sup>th</sup> to September 13<sup>th</sup>. AOJS negotiated an implementation plan with Intercom Enterprises for preparing a revised version of the CMA User's Manual. Also, AOJS assisted DT2 in completing the Lotus Notes training specification form, and DT2 selected League Technology as the training vendor for the basic, 5-course Lotus Notes/Domino training program. The two ISC technical support staff members who were selected to participate in the program will be responsible for administering and maintaining the Lotus Notes/Domino network environment and the CMA at the Ismailia Court.

In cooperation with ISC, AOJS identified 30 staff members that needed abbreviated windows training/basic computer skills as a prerequisite to the CMA Data Entry and Management and Reporting Functions training programs. The 3-iteration abbreviated windows/basic computer skills training program was conducted from February 24<sup>th</sup> through March 21<sup>st</sup>. MEAG, the AOJS subcontractor for the Masters TOT training program, implemented the Masters TOT program from January 13<sup>th</sup> through 29<sup>th</sup> at NCJS. 11 senior-level judges, who are exemplary instructors at the Center, satisfactorily completed the program. IDLI implemented the 2 iterations of the Enhancing the Judicial System training program featured in the Year 5 Implementation Plan as back-to-back iterations during the February 3<sup>rd</sup>-15<sup>th</sup> time frame, even though the second iteration was originally scheduled to take place in Q2. This change was made due to scheduling conflicts involving NCJS's and the target participants' roles in the upcoming Shura Council elections. 66 judges attended this training program. NCJS and AOJS also implemented the revised Judicial Panel Management Developing Skills Workshop from January 13<sup>th</sup> to 17<sup>th</sup>. 40 new chief judges attended the program, and an analysis of the pre- and post-test results indicate that there was an average 16.4% increase in knowledge as a result of this training program.

### April-June 2001:

The implementation of the CMA V2.2 multi-iteration training program for NCC court staff started on June 30. The target audience, comprised of a combination of judicial and non-judicial end-users, was divided into 8 different groups of end users, based on the specific CMA management and reporting functions that they will utilize in their work at NCC. AOJS released an RFP for the Chief Justices programs on April 19<sup>th</sup> to 7 local training vendors, and 2 vendors submitted proposals by the May 10<sup>th</sup> proposal submission deadline. A joint NCJS-AOJS evaluation panel reviewed these technical proposals and selected the one submitted by GETRAC as the winning proposal. Based on discussions with NCJS, it was determined that this training event would be held in September, shortly before the start of the new judicial year. The first two iterations of the CMA V2.2 Data Entry training program for Ismailia staff were implemented from April 29<sup>th</sup> through May 17<sup>th</sup>, and the third iteration was implemented from May 21<sup>st</sup> through June 9<sup>th</sup>. AOJS organized two iterations of Windows NT 4.0 off-the-shelf training program for 6 NCC and 2 ISC technical support staff members in conjunction with the DT2 Project from May 26<sup>th</sup> to June 19<sup>th</sup>.

At the request of the JIC Director, AOJS worked to schedule a series of Lotus Notes/Domino courses for 15 JIC staff members. The staff members would take the off-the-shelf courses based on three functional/specialization tracks: Management, Administration, and Programming. The purpose of the overall program is to enhance the knowledge and skills of the staff members with regard to the Lotus Notes environment. At the request of the MOJ and USAID/Egypt, AOJS began work on organizing a US-based training program for 8 MOJ officials from the National Center for Judicial Studies, the Judicial Information Center, and the North Cairo Court of First Instance. Also, some members of the delegation were scheduled to make a presentation on the topic of court automation at the Conference in collaboration with an AOJS staff member and a US court automation consultant. AOJS organized an 8-day, in-country training program which was designed to provide JIC staff members with a functional and technical overview of the Case Management Application; Intercom Enterprises designed and implemented this program, which was conducted at JIC.

#### **July – September 2001:**

In cooperation with the ISC management team, AOJS developed a training plan for the CMA Management and Reporting Functions training program for the 30 staff members who were trained earlier in the year on CMA data entry functions. This Management and Reporting Functions training program was conducted from September 16<sup>th</sup> to October 2<sup>nd</sup>. AOJS, in conjunction with NCJS, worked with Getrac to design and to plan the first Chief Justices' Workshop. This 3-day training program, held in Alexandria from September 26<sup>th</sup> to 28<sup>th</sup>, was designed to bring the 22 Chief Justices from the Courts of First Instance together to discuss court management issues and to explore different strategies for working with judicial and non-judicial staff members in their respective Courts. The workshop also emphasized the role of the Chief Justices as chief executives ultimately responsible for overseeing the management of the Courts, the workflow processes, and the administration of justice services offered to the public.

Eight participants from MOJ attended the training program which was held in Baltimore, Maryland, and Washington, D.C. The program consisted of three main technical components: attendance at the 3-day, 7<sup>th</sup> Court Technology Conference in Baltimore, participation in the 1-day Planning for Automation Seminar in Baltimore, and participation in the 5-day court administration/automation observational study tour in Washington, D.C. The National Center for State Courts was the entity responsible for organizing the first two components, and the International Judicial Academy was responsible for organizing the third component. This overall training program was administered through the DT2 Project, and the re-entry workshop for the program was held at the DT2 Office on September 24<sup>th</sup>. Also, a 12-day CMA technical orientation training program, designed to provide selected JIC management, systems administration, and programming staff with a functional and technical overview of the Case Management Application, ended on July 15<sup>th</sup>.

#### **October – December 2001:**

##### Activities Completed this Quarter:

CMA DATA ENTRY AND MANAGEMENT AND REPORTING FUNCTIONS TRAINING PROGRAMS AT ISC: Phase 2 of the CMA Training Plan for ISC was implemented during the October 15<sup>th</sup> to November 6<sup>th</sup> time frame. Two groups of 10 court staff attended the Data Entry Training Program from October 15<sup>th</sup> to November 1<sup>st</sup> and the Management and Reporting Functions Training Program from November 3<sup>rd</sup> to November 6<sup>th</sup>. Thus, the expected outcome of having key staff members at ISC being able to utilize the CMA in Year 5 was achieved.

**CHIEF JUSTICES' WORKSHOP:** GETRAC, the subcontractor for this training activity, submitted the final report for the first Chief Justices' workshop during this quarter. This report was forwarded to NCJS for review. Based on the participants' feedback regarding topics for future workshops, NCJS and AOJS have decided to start technical planning for the second workshop in January 2002. NCJS determined that this second workshop will be tentatively held from March 5-7, 2002, and will feature a component that focuses on case delay reduction for civil cases in Courts of First Instance. Thus, the expected outcome of conducting a management training program for the Chief Justices from the 22 Courts of First Instance for the first time in Year 5, including identifying areas of interest for future workshops, was achieved.

**NEW CHIEF JUDGES TRAINING PROGRAM:** NCJS AND AOJS implemented two iterations of this training program from October 13<sup>th</sup> to 17<sup>th</sup>, and from October 20<sup>th</sup> to 24<sup>th</sup>; 46 and 47 new chief judges, respectively, attended these iterations of the program. An analysis of the data from the pre- and post-tests indicate an average increase of 12.75% in the participants' knowledge about judicial panel management issues as a result of this training program. Thus, the expected outcome of revising and implementing this program in Year 5 was achieved.

**POSITIVE ROLE OF THE JUDGE SEMINAR:** NCJS and AOJS organized and implemented two iterations of this seminar in Luxor on November 11<sup>th</sup> and 12<sup>th</sup> for judges who work in Upper Egypt. Dr. Rifaat Abdel Maguid, one of the leading authorities in Egypt on the positive role of the judge, presented the seminars to a total of 50 judges. An analysis of the data from the pre- and post-tests indicate an average increase of 25.2% in the participants' knowledge about the positive role of the judge and judicial panel management issues as a result of this training program. Thus, the expected outcome of implementing a management program for judges in Year 5 was achieved.

**CUSTOMER SERVICE TRAINING FOR THE TECHNICAL SUPPORT UNIT AT NCC:** AOJS designed and implemented this training program for 11 members of the technical support unit at NCC from November 6<sup>th</sup> to 8<sup>th</sup>. The program focused on strategies for organizing the unit and for determining best practices and performance standards so that the Technical Support Unit is better positioned to provide quality and timely technical support to the CMA and CIRN end users in the court.

**LOTUS NOTES/DOMINO:** AOJS completed this multi-course training program for JIC staff with the implementation of the Planning Your New Domino R5 Environment course on October 24. The program started on July 16<sup>th</sup> and featured 15 different courses that focus on managing, administering, and programming applications, such as the CMA, in a Lotus Notes/Domino environment. A total of 15 JIC staff members participated in this program, which was organized through the DT2 Project and its subcontractor, the IBM Training Center. Thus, the expected outcome of implementing NT/Lotus Notes/Domino technical training in Year 5 was achieved.

Activities Not Begun This Quarter:

**TOT/OJT PROGRAM II for NCJS, JIC, NCC and IC:** This training program has been postponed to Year 6.

**EXECUTIVE MANAGEMENT PROGRAM:** This training program has been postponed to Year 6.

**BASIC MANAGEMENT SKILLS FOR JIC:** This program has been postponed until Year 6.

**ADDITIONAL TRAINING ACTIVITIES NOT REFLECTED IN THE WORKPLAN:**

**CMA DATA ENTRY AND MANAGEMENT AND REPORTING FUNCTIONS TRAINING PROGRAMS AT NCC:** In response to a request made by NCC to train 12 additional court staff on the CMA, AOJS organized and implemented another complete iteration of the CMA Data Entry and Management and Reporting Training Programs at the North Cairo Court this quarter. The Data Entry Training Program was run from October 15<sup>th</sup> to November 1<sup>st</sup>, and the Management and Reporting Functions Training Program was implemented from November 8<sup>th</sup> to 12<sup>th</sup>.

**CMA OVERVIEW AND MANAGEMENT AND REPORTING DATA TRAINING PROGRAM FOR NCC CHIEF JUDGES:** In response to a request from NCC, AOJS organized and implemented 5 iterations of a CMA Overview and Management and Reporting Data Training Program for Chief Judges. The purpose of this training program was to provide the Chief Judges with an overview of the CMA so that they understand how the application can be utilized to manage cases more efficiently and effectively. A total of 29 Chief Judges attended this program.

**SQL 7.0 TRAINING COURSE:** AOJS started work on identifying authorized local vendors who have technical training capacity to implement a course on SQL 7.0 for NCC, ISC, and JIC technical support staff. This training is scheduled to be implemented during the first quarter of Year 6 in conjunction with the development of the new version of the CIRN application.

**DELIVERABLESDURING PERIOD**

1. <i>CMA V 2.2 Management and Reporting Functions Training Program</i>	<i>Completed</i>
2. <i>CMA Training Plan for ISC</i>	<i>Completed</i>
3. <i>Computer Systems Personnel trained on NT/Domino Systems Administration</i>	<i>Completed</i>
4. <i>Revised New Chief Judge Course</i>	<i>Completed</i>
5. <i>Clerks Programs (a minimum of 2)</i>	<i>Completed</i>
6. <i>Judges' Legal Content Programs (a minimum of 2)</i>	<i>Completed</i>
7. <i>15-20 Staff Trainers</i>	<i>Completed</i>
8. <i>Judges' Management/Administrative Program</i>	<i>Completed</i>
9. <i>Chief Justices' Management Workshop</i>	<i>Completed</i>

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## TASK 5: AUTOMATION AND STREAMLINING OF PILOT COURT PROCEDURES

### TASK 5 A: STREAMLINE PILOT COURT PROCEDURES

#### ACTIVITIES PLANNED FOR PROJECT YEAR FIVE

##### January - March, 2001

1. Case flow Management - Judges' Experimental Panels
  - 1.1. Meet quarterly with and coach a number of judges' experimental panels on case management procedures implementation strategies
  - 1.2. Attempt to facilitate meeting(s) between MOJ Inspections Department and individual judges, panels and courts to discuss the use of time standards
  - 1.3. Continue to assist with court's backlog reduction plan aiming for an annual reduction figure
  - 1.4. In conjunction with the Follow-up judge for statistics and statistics department supervisor, review and monitor reporting procedures of PC-based court workload reporting system
  - 1.5. Monitor and report quarterly pilot court developed and CMA developed statistical workload models
2. Case Management Application (CMA) - NCC
  - 2.1. Meet weekly with the Clerks Advisory Committee and the Follow-up Judge for clerks.
  - 2.2. Meet weekly with the supervisors of the CMA circuits to develop strategies for inputting all pending NCC civil, commercial and tax cases
  - 2.3. Facilitate the organization and mobilization of technical support teams that routinely meet with users to solve ongoing and newly identified automation and CMA related and problems
  - 2.4. Develop case management reporting requirements, and potential training needs
  - 2.5. All new civil, commercial, and tax cases filed after January 1, are input into the CMA
  - 2.6. Review new CMA case data regularly, meeting with case indexing and circuit clerks to ensure proper procedures are followed
  - 2.7. Plan and implement relocation of new North Cairo CMA users, verifying that all automation equipment, software, user ID's, etc., are installed, tested and fully operational
  - 2.8. Review and modify as needed automated procedures including tables and data entry processes
  - 2.9. Coordinate with Judicial training regarding the final roll-out groups of CMA users
  - 2.10. Continue to identify potential CMA mentors/stars to assist OJT of all clerks
3. Front Counter Reengineering/CIRN - NCC
  - 3.1. Facilitate monitoring and reporting to the chief justice and follow up judge on recommended improvements for the ground floor case initiation environment
  - 3.2. Facilitate the reengineering of the front counter procedures in order to add commercial and tax cases to the CIRN case initiation process
4. Case Management Application (CMA) - Ismailia
  - 4.1. Facilitate testing and keywords value modification by senior court staff
  - 4.2. Meet regularly with senior court staff and judges to develop new non-automated procedures including training programs needs

- 4.3. Assist with the final development of automated procedures including tables, data entry and training programs needs
- 4.4. Identify initial training participants and coordinate with Judicial Education on training schedules and roll out groups
- 4.5. Support the development of an Ismailia Court computer support office through meetings with the chief justice and JIC
- 4.6. Encourage MOJ to create a new department of computer support in the Ismailia Court of First Instance
- 4.7. Facilitate the organization of a committee to address CMA training and testing preparation issues
- 4.8. Assist court staff with initial documentation for local training manual
5. Front Counter Reengineering/CIRN - Ismailia
  - 5.1. Meet with front counter staff to review automated procedures
  - 5.2. Make recommendations on reducing redundancy of procedures where appropriate
6. Archives Department
  - 6.1. Monitor and make recommendations as appropriate regarding the facilitates upgrade construction and the implementation of new archives procedures at the North Cairo Court
7. Expert Department Follow Up Office
  - 7.1. In conjunction with the follow up judge, facilitate implementation of appropriate consultant recommendations to improve workflow between the court and the Experts' Departments within the court's authority and which do not require Ministry or legislative action

#### April - June 2001

1. Case Flow Management - Judges' Experimental Panels
  - 1.1. Meet quarterly with and coach a number of judges' experimental panels on case management procedures implementation strategies
  - 1.2. Attempt to facilitate meeting(s) between MOJ Inspections Department and individual judges, panels and courts to discuss the use of time standards
  - 1.3. Continue to assist with court's backlog reduction plan aiming for an annual reduction figure
  - 1.4. In conjunction with the follow up judge for statistics and statistics department supervisor, review and monitor reporting procedures of PC-based court workload reporting system
2. Front Counter Reengineering/CIRN - NCC
  - 2.1. Facilitate and finalize the reengineering of the front counter procedures
  - 2.2. Begin initiating all commercial and tax cases via CIRN case initiation process
  - 2.3. Monitor potential work load increases to determine if the current automation equipment is adequate; if not, make appropriate procurement of additional equipment
  - 2.4. Monitor and report quarterly pilot court developed and CMA developed statistical workload models
3. Case Management Application (CMA) - NCC
  - 3.1. Continue weekly meetings with the Clerks Advisory Committee and the Follow-up Judge for clerks.
  - 3.2. Complete the input of all pending commercial and tax cases
  - 3.3. Monitor the civil circuits inputting pending NCC civil cases
  - 3.4. All civil, commercial and tax cases filed in 2001 are being input into the CMA and updated by circuit clerks per standard CMA procedures

- 3.5. Monitor the progress of the technical support teams that routinely meet with users to solve ongoing and newly identified automation and CMA related and problems
- 3.6. Assist with the delivery of case management reporting training
- 3.7. All new civil, commercial, and tax cases filed after January 1, are input into the CMA
- 3.8. Review new CMA case data regularly, meeting with case indexing and circuit clerks to ensure proper procedures are followed
- 3.9. Continue to monitor any relocation of or changes in North Cairo CMA users, verifying that all automation equipment, software, user ID's, etc., are installed, tested and fully operational
- 3.10. Continue to identify potential CMA mentors/stars to assist OJT of all clerks
4. Case Management Application (CMA) - Ismailia
  - 4.1. Meet regularly with senior court staff and judges to review new non-automated procedures and potential training programs needs
  - 4.2. Routinely review automated procedures including tables, data entry and training programs needs as live CMA operations begin
  - 4.3. All new civil, commercial, and tax cases input into the CMA; case events are updated via CMA by circuit clerks
  - 4.4. Continue to coordinate with Judicial Education on training schedules and roll out groups as needed
  - 4.5. Assist with the continued development and implementation of an Ismailia Court computer support office and encourage the creation a formal department of computer support in the Ismailia Court of First Instance
  - 4.6. Assist court staff with initial documentation for local training manual
5. Archives Department
  - 5.1. Monitor archives facility upgrade within the parameters set by MOJ commitment to project completion
6. Expert Department Follow Up Office
  - 6.1. Continue to work with the follow up judge, facilitating implementation of appropriate consultant recommendations to improve workflow between the court and the Experts' Department within the court's authority and which do not require Ministry or legislative action

#### July - September 2001

1. Case flow Management-Judges' Experimental Panels
  - 1.1. Continue to meet with and coach a number of judges' experimental panels on case management procedures implementation strategies
  - 1.2. Attempt to facilitate meeting(s) between MOJ Inspections Department and individual judges, panels and courts to discuss the use of time standards
  - 1.3. Continue to assist with court's backlog reduction plan aiming for an annual reduction figure
  - 1.4. In conjunction with the follow up judge for statistics and statistics department supervisor, review and monitor reporting procedures of PC-based court workload reporting system
  - 1.5. Monitor and report quarterly pilot court developed and CMA developed statistical workload models
2. Case Management Application (CMA) - NCC
  - 2.1. Continue weekly meetings with the Clerks Advisory Committee and the Follow-up Judge

- 2.2. Monitor the civil circuits inputting pending NCC civil cases
- 2.3. Complete the input of all pending civil cases
- 2.4. All civil, commercial and tax cases filed in 2001 continue to be input into the CMA and updated by circuit clerks per standard CMA procedures
- 2.5. Monitor the progress of the technical support teams that routinely meet with users to solve ongoing and newly identified automation and CMA related and problems
- 2.6. Follow up on with the delivery of case management reporting training
- 2.7. Management reports and statistical models being generated from CMA data bases and reviewed by project staff and senior court management
- 2.8. Review new CMA case data regularly, meeting with case indexing and circuit clerks to ensure proper procedures are followed
- 2.9. Continue to monitor any relocation of or changes in North Cairo CMA users, verifying that all automation equipment, software, user ID's, etc., are installed, tested and fully operational
3. Case Management Application (CMA) - Ismailia
  - 3.1. Review automated procedures including tables and data entry to ensure high quality of data reliability
  - 3.2. All new civil, commercial, and tax cases continue to be input into the CMA; case events are updated via CMA by circuit clerks
  - 3.3. Continue to coordinate with Judicial Education on training schedules and any additional roll out group training as appropriate
  - 3.4. Assist with the continued development and implementation of an Ismailia Court computer support office and encourage the creation a formal department of computer support in the Ismailia Court of First Instance
  - 3.5. Assist court staff with final documentation for local training manual
4. Archives Department
  - 4.1. Facilitate implementation of new archives procedures at NCC as appropriate
5. Expert Department Follow Up Office
  - 5.1. Continue to facilitate and monitor development of functions to be implemented for the court Expert Department follow Up Office within the court's authority and which do not require Ministry or legislation

#### October - December, 2001

1. Case flow Management-Judges' Experimental Panels
  - 1.1. Continue to meet with and coach a number of judges' experimental panels on case management procedures implementation strategies
  - 1.2. Attempt to facilitate meeting(s) between MOJ Inspections Department and individual judges, panels and courts to discuss the use of time standards
  - 1.3. Continue to assist with court's backlog reduction plan aiming for an annual reduction figure
  - 1.4. In conjunction with the follow up judge for statistics and statistics department supervisor, review and monitor reporting procedures of PC-based court workload reporting system
  - 1.5. Monitor and report quarterly pilot court developed and CMA developed statistical workload models
2. Case Management Application (CMA) - NCC
  - 2.1. Continue weekly meetings with the Clerks Advisory Committee and the Follow-up Judge
  - 2.2. Monitor the civil circuits inputting pending NCC civil cases
  - 2.3. Complete the input of all pending civil cases

- 2.4. All civil, commercial and tax cases filed in 2001 continue to be input into the CMA and updated by circuit clerks per standard CMA procedures
- 2.5. Monitor the progress of the technical support teams that routinely meet with users to solve ongoing and newly identified automation and CMA related and problems
- 2.6. Follow up on with the delivery of case management reporting training
- 2.7. Management reports and statistical models being generated from CMA data bases and reviewed by project staff and senior court management
- 2.8. Review new CMA case data regularly, meeting with case indexing and circuit clerks to ensure proper procedures are followed
- 2.9. Continue to monitor any relocation of or changes in North Cairo CMA users, verifying that all automation equipment, software, user ID's, etc., are installed, tested and fully operational
3. Case Management Application (CMA) - Ismailia
  - 3.1. Review automated procedures including tables and data entry to ensure high quality of data reliability
  - 3.2. All new civil, commercial, and tax cases continue to be input into the CMA; case events are updated via CMA by circuit clerks
  - 3.3. Continue to coordinate with Judicial Education on training schedules and any additional roll out group training as appropriate
  - 3.4. Assist with the continued development and implementation of an Ismailia Court computer support office and encourage the creation a formal department of computer support in the Ismailia Court of First Instance
  - 3.5. Assist court staff with final documentation for local training manual
4. Archives Department
  - 4.1. Facilitate implementation of new archives procedures at NCC as appropriate
5. Expert Department Follow Up Office
  - 5.1. Continue to facilitate and monitor development of functions to be implemented for the court Expert Department follow Up Office within the court's authority and which do not require Ministry or legislation

## RESULTS ACHIEVED BY QUARTER:

### January – March 2001:

Meetings were held with experimental judicial panels to discuss project progress, potential case delay reduction procedures undertaken by individual panels, use of laptop personal computers and associated legal research via CD, and the impact of implementing the principles of positive case management on their respective dockets. Reviewed weekly the status of CMA data entry focusing on two distinct groups of users: 1) civil indexers; 2) circuit clerks. Indexers were monitored as to the number of new cases entered into the CMA daily. Facilitated the organization and implementation of "office visits" by the in-house technical support group. Completed in-house training for the cashiers on commercial cases by the supervisor of the commercial department. Senior court management staff was briefed on the CMA, and handouts on key words were distributed. All civil and commercial cases in IS Court are initiated at the front counter. A photocopy machine was installed next to the microfilming clerk so that litigants no longer need to go to the 2<sup>nd</sup> floor for either commercial case initiation or copying services.

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Project experts met several times with front counter staff to discuss receipting and redundancy in computer and manual work. Continued to monitor the progress of the MOJ sponsored NCC archive improvement project. Formed a committee headed by the follow-up judge for experts as recommended. The committee directed that court staff (internal expert clerical support) be reorganized and their multiple locations (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 8<sup>th</sup> floor corridor) be centralized on the 5<sup>th</sup> floor. The project coached the follow-up judge on the importance of reducing the time the file takes to come back to the court simply to be completed. The project had postponed – from year 4 final report - the taking and reporting of a survey of lawyers due to the court's required oversight and detailed involvement in last year's elections. The process of interviewing NCC attorneys was complete, the survey results compiled, and final report finished.

#### **April-June 2001:**

Meetings continued with the remaining experimental panels whom the project did not meet with in the first quarter. Discussions included identification of key strategies that the panels had developed or used to reduce case delay or increase the efficiency of case management. For example, a database of real estate laws and legislations, compiled and indexed by a chief judge in Ismailia Court, was distributed to several judges in North Cairo in order to test its usefulness in another jurisdiction. Beginning in June, all civil, commercial and taxes cases are initiated using the CIRN system. As of June 2001, 39,673 cases have been entered into the CMA system. Monitoring of case data entry and subsequent case information updating required the development and implementation of several new oversight activities in Ismailia. A working group including the chief justice, the chief clerk, the chief justice office manager and supervisors of the civil and commercial divisions was formed and continues to oversee the CMA implementation process. As part of project recommended re-engineering of court work processes, a CMA computer was relocated to the front counter where it will be used to enter new cases filed. As of June 2001, a total of 784 cases, were in the Ismailia CMA. Continued to monitor the progress of the MOJ sponsored NCC archive improvement project. After several months of delay, the contractor has begun to work on the second phase of the project – several more rooms renovated in addition to the three rooms are previously completed. The committee headed by the follow-up judge for experts continues to meet regularly to discuss outstanding issues. Due to judicial involvement in the Shura elections, the recommendation reports developed by committee members based on the project consultant's final report are still under review.

#### **July-September 2001:**

Discussions continued to include identification of key strategies that the panels had developed or used to reduce case delay or increase the efficiency of case management. Working with the follow-up judge and supervisor for statistics, monthly and weekly statistical reporting formats, required by the Ministry of Justice, were reviewed and incorporated into the new CMA version 2.2. Continued to work with the statistical work group to identify potential modifications and problem areas arising from the most recent CMA version upgrade. The primary focus is on data quality and reporting accuracy. Additional work is continuing on case status information so that we can see precisely the number of cases pending and the number being closed, both cumulative and reporting period specific. As of September 2001, a total of 49,145 pending cases were in the CMA system. The focus on Ismailia CMA was the entry of all cases in the system along with complete updating of the hearing role (calendar) information. The working group including the chief justice, the chief clerk, the chief justice office manager and supervisors of the civil and commercial divisions continues to oversee the CMA implementation and data entry process.

Additional training on the reporting and management function of the CMA began in mid September. As of September 2001, 2,766 cases, are in the Ismailia CMA. The generally accepted estimate of current pending cases is 3,000. The court created an in-house computer support group, comprised of two court clerks, continues to train on the system and work with project and JIC technical staff in order to increase their ability to troubleshoot and support the system. Court Admin team continued to monitor the progress of the MOJ sponsored NCC archive improvement project.

#### October-December 2001:

**CASE FLOW MANAGEMENT – JUDGES’ EXPERIMENTAL PANELS:** The project believes it no longer necessary to discern between experimental and non-experimental panels. The start-up of the CMA and entry subsequent effort to enter all cases into the system, coupled with whole-sale changes in judges assigned to the pilot courts, the project now views all panels as pilot court panels.

Thus, the Court Administration team met with several panel judges during the quarter to discuss identification of key strategies that the panels had developed or used to reduce case delay or increase the efficiency of case management. Re-assignment of numerous judges in the early part of the quarter resulted in few panels having much to contribute.

Working with the supervisor for statistics, monthly and weekly statistical reporting formats, required by the Ministry of Justice, were reviewed and incorporated into the new CMA version 2.2. Continued to work with the statistical work group to identify potential modifications and problem areas arising from the most recent CMA version upgrade.

**CASE MANAGEMENT APPLICATION (CMA) – NCC:** The primary focus continues to be on data quality and reporting accuracy which involves frequent meetings with court operations staff to discuss issues related to quality and timeliness of data entry. Virtually all pending civil, commercial and civil cases are in the system. Continued oversight of data reports to ensure complete caseload data. Case management reports for the court have not been generated to date, however, an interim revision to the software to enhance the reports was completed.

As of December 5, 2001, 55,063 pending cases are entered into the CMA system. Previous reports tracked this number, as it was indicative of the data entry effort of the clerks. Since all cases are in the system, this number becomes less relevant in reflecting data entry activity. Focus now is on tracking the number of final judgments entered and the number of cases sent to the experts. Also, as of the December 5, 1233 final judgements were entered.

Monitoring of case data entry and subsequent case information updating required continuous oversight activities. The project continues to work closely with all supervisors to develop better practices in monitoring the quality and quantity of the CMA data entry. A new team of data-entry clerks – docketing clerks, separate from circuit or indexing clerks, was created. This special team will keep all cases updated and current. A room designed for this team was re-configured and now houses 8 docketing clerks. Weekly visits were conducted with the team to ensure problems and issues are addressed.

The project continues to work with the NCC technical support group. They also continue to independently identify data problems and working with the court operations staff to correct the data. Additionally, procedures were developed where the technical support and operations staff routinely check in with each other, review progress on data quality and exchange ideas and information on better ways to work together.

**CASE MANAGEMENT APPLICATION (CMA) – IS Court:** The focus on Ismailia CMA continues to be the entry of all cases in the system along with complete updating of the hearing role (calendar) information. The working group including the chief justice, the chief clerk, the chief justice office manager and supervisors of the civil and commercial divisions continues to oversee the CMA implementation and data entry process. Additional training on the reporting and management function of the CMA was completed. As of December 5, 2001, a total of 3,552 cases are in the Ismailia CMA. The generally accepted thought is that all pending cases are now in the system. Also, as of December 5, a total of 156 final judgements were entered.

Senior court management continues to hold weekly briefings on the CMA focusing on identifying problems, working with project staff, and ensuring training issues are addressed, as well as developing localized automated procedures. The court created in-house computer support group of trained court clerks continues to train on the system and work with project and JIC technical staff in order to increase their ability to troubleshoot and support the system.

**ARCHIVES DEPARTMENT:** Court Admin team continued to monitor the progress of the MOJ sponsored NCC archive improvement project.

**EXPERT DEPARTMENT FOLLOW UP OFFICE:** With the elimination of follow-up judges in NCC, the project re-focused its effort on reducing the time the case remains at the Expert Department. We are now working with and coaching the Chief Justice on this issue. The recommendations developed by committee members based on the project consultant's final report are now under review

Activities Completed During this Quarter:

**CASE MANAGEMENT APPLICATION (CMA) – NCC:** A new docketing team was developed and implemented for case data entry.

Activities Begun but not Scheduled:

**FRONT COUNTER REENGINEERING/ CIRN – NCC:** The vendor completed a new version of the CIRN - one that allows for more flexibility in the assignment of first hearing dates and is easier to calculate the complicated fee matrix. Testing is underway.

**CASE MANAGEMENT APPLICATION (CMA) – NCC:** Work continues on the process to produce a revised version of the CMA. A CMA development committee, comprised of court staff from NCC and ISM, AOJS staff, and designated members of the JIC, continues to work on the requirements of the new version.

Activities Suspended during this Quarter:

None

DELIVERABLES DURING PERIOD (Task 5A)

<p>1. <i>All circuit clerks trained on new CMA procedures both manual and automated in both pilot courts</i></p>	<p><i>Completed</i></p>
<p>2. <i>Reengineered case management procedures implemented for all experimental panels in both pilot courts</i></p>	<p><i>In progress</i></p>
<p>3. <i>Archives facility upgrade progresses within the parameters set by MOJ commitment to project completion</i></p>	<p><i>In progress</i></p>
<p>4. <i>Expert's Department Follow Up Office management reengineering initiatives begun, based on Consultant's survey recommendations</i></p>	<p><i>In progress</i></p>
<p>5. <i>Project deliverables implemented in Ismailia as appropriate</i></p>	<p><i>Completed</i></p>
<p>6. <i>Management reports developed and procedures for generating regular case management and statistical reports documented and transferred</i></p>	<p><i>Postponed to year 6</i></p>
<p>7. <i>Lessons learned documented and transferred</i></p>	<p><i>Postponed to year 6</i></p>

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**TASK 5B: AUTOMATE PILOT COURTS**

**ACTIVITIES PLANNED FOR PROJECT YEAR FIVE**

**January – March 2001:**

1. Install Case Management Application (CMA) LAN, equipment, and software
  - 1.1. Define facilities requirements, deliver facilities report to ISM, monitor upgrading of facilities progress
  - 1.2. Define LAN requirements; procure subcontractor services; monitor installation and setup of LAN cable, hardware and software
  - 1.3. Create user and server ids.
  - 1.4. Install and setup server hardware and software.
  - 1.5. Install and setup client hardware and software.
  - 1.6. Install and setup application software.
  - 1.7. Customize local database settings.
  - 1.8. Test system to ensure that all applications and hardware are working properly.
  - 1.9. ment
2. Provide CMA NCC short-term technical operations support and OJT for NCC computer systems administrators
  - 2.1. Advise NCC Technical Support staff on systems and customer support issues
  - 2.2. Manage JIC Technical Support staff on assignment in NCC
  - 2.3. Make recommendation to JIC concerning the readiness of the NCC technical staff to assume full responsibility for computer systems support so that the Director of the JIC can make a decision to either fully or partially withdraw JIC staff support from NCC.
3. Assist JIC staff to develop and improve technical skills related to systems operations, support and replication capabilities in JIC for AOJS project developed systems
  - 3.1. Provide JIC with advance notice and recommendations of JIC staff that may benefit from participation or observation of installation, setup, and startup of the CMA equipment and applications in Ismailia. JIC staff participation will be completely optional and at your discretion of the Director of JIC
4. Professional Consulting Services for JIC
  - 4.1. The Subcontractor, in collaboration with the JIC, will:
    - 4.1.1. Introduce and initiate discussion and workshop activities to define and recommend institutional strengthening of management, organization, staffing, technology, operations, support and replication capabilities within JIC for AOJS project developed automated systems.
  - 4.2. Introduce the concept of 'replication' and methodologies to document, plan, and organize replication tasks using real life examples of organizational structures and project work plans.
  - 4.3. Produce a completion report summarizing activities and recommendations.
5. Deliver completion report to MOJ/JIC and USAID
  - 5.1. Develop CMA version 2.2 (enhanced management information views)
  - 5.2. Develop program specifications
  - 5.3. Procure programming services
  - 5.4. Acceptance test
  - 5.5. pgrade NCC CMA v2.1 to version 2.2

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**April-June 2001:**

1. Startup CMA in Ismailia
  - 1.1. Assist startup CMA version 2.2
  - 1.2. Provide technical assistance to new users
  - 1.3. Install client PCs in Roll out user's work areas
  - 1.4. Provide CMA short-term technical operations support and OJT for ISM computer systems administrators
2. Assist JIC staff to develop and improve technical skills related to systems operations, support and replication capabilities in JIC for AOJS project developed systems
  - 2.1. Provide JIC with advance notice and recommendations of JIC staff that may benefit from participation or observation of installation, setup, and startup of the CMA equipment and applications in Ismailia. JIC staff participation will be completely optional and at your discretion of the Director of JIC.
3. Equipment for JIC support and replication
  - 3.1. Develop Equipment Specifications
  - 3.2. Procure Equipment
  - 3.3. Deliver equipment with AOJS delivery receipt
  - 3.4. Assist JIC in its installation and setup of CIRN and CMA simulation environments in JIC
4. Assist JIC in its management of a CIRN application maintenance contract
  - 4.1. At JIC's discretion AOJS will fund a CIRN application maintenance contract through the end of the project year 2001. The project will provide contract management advice upon request.

**July-September 2001:**

1. Document CMA version 2.2 and deliver technical training, application software, and documentation to MOJ
2. Document CIRN version 2.1 and deliver technical training, application software, and documentation to MOJ
3. Provide CMA short-term technical operations support and OJT for ISM and NCC to new users and computer systems administrators
4. Assist JIC staff to develop and improve technical skills related to systems operations, support and replication capabilities in JIC for AOJS project developed systems
  - 4.1. Provide JIC with advance notice and recommendations of JIC staff that may benefit from participation or observation of installation, setup, and startup of the CMA equipment and applications in Ismailia. JIC staff participation will be completely optional and at the discretion of the Director of JIC.
5. Equipment for JIC support and replication
  - 5.1. Deliver equipment with AOJS delivery receipt
  - 5.2. Assist JIC in its installation and setup of CIRN and CMA simulation environments in JIC
6. Assist JIC in its management of a CIRN application maintenance contract
  - 6.1. At JIC's discretion AOJS will fund a CIRN application maintenance contract through the end of the project year 2001. The project will provide contract management advice upon request.
7. Develop CIRN version 3 in partnership with JIC
  - 7.1. Define CIRN v3 specifications
  - 7.2. Develop request for proposals for CIRN v3 specifications
8. Implement CMA v2.2 in NCC
  - 8.1. Support v2.2 training in NCC
  - 8.2. Test version and data conversion procedures and results
  - 8.3. Convert and startup production use of v2.2

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**October-December 2001:**

1. Develop CMA version 3 specifications in partnership with JIC
2. Implement performance optimization of CMA v2.2 in NCC and ISC
3. Assist JIC manage the CIRNv3 application development contract
4. Implement CMA database changes and LAN and equipment redeployment in NCC as a result of management changes to workflow, facilities use, and case reassignments
5. Develop and startup user support and help desk procedures for NCC, ISC and JIC
6. Provide CMA short-term technical operations support and OJT for ISM and NCC to new users and computer systems administrators
7. Assist JIC staff to develop and improve technical skills related to systems operations, support and replication capabilities in JIC for AOJS project developed systems
8. Develop workplan for project year 2002

**RESULTS ACHIEVED BY QUARTER:**

**January – March 2001:**

A facilities requirements plan was developed and delivered to the Ismailia court. The Ismailia server was brought to the NCC where Project staff and JIC volunteers installed and configured the necessary software. The Ismailia court has 30 existing PCs purchased in prior project years that have been operating in a standalone mode. These PCs required installation of network adapter cards and software configuration to connect to the WIN NT server and Domino application. The next major activities concerning the server, clients and applications would take place in the 2<sup>nd</sup> quarter in advance of CMA training beginning. Training equipment was installed and used for 2 training programs ( Windows and PC skills, and basic L/N administration). The training facility and equipment for the CMA user data entry training was also completed. The JIC director has been advised weekly concerning activities in Ismailia that JIC may want to participate in. JIC has made every effort to authorize staff to participate and their participation has been critical to the success to-date of the technical activities in Ismailia. At NCC the project advised NCC Technical Support staff on systems and customer support issues. Also, the Project consulted with JIC weekly concerning staff requirements and tasks required to support NCC. Detailed CMA specifications were developed for v2.2 and provided to the subcontractor. Intercom was selected as the programming subcontractor and a contract and schedule were successfully negotiated. At the request of NCC the Project made a decision to enhance the CIRN version 2.0 and create a version 2.1. Version 2.1 would include functional improvements to the scheduling of the 1<sup>st</sup> hearing date, more user-friendly management of log files, and the addition of some new data to the printed receipt.

**April-June 2001:**

The Project provided training to JIC personnel to introduce them to the technical environment, structure, and functions of the CIRN and the relationship of the user interface to these components. During this training some suggestions for modifications of the application and equipment and discussion of options for enhancement programming and support were explored. Provided CMA short-term technical operations support and OJT for ISM computer systems administrators. AOJS and JIC computer support personnel have provided daily operations support and OJT to ISC personnel. ISC computer systems technicians have been involved in every aspect of equipment and application installation on the server during the facilities preparation, LAN installation, and server and PC installation and setup.

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By the conclusion of the 3<sup>rd</sup> quarter the project feels that the ISC computer support personnel will be adequately trained and skilled to maintain normal daily operations of the CMA equipment and software and provide user support. The CIRN and CMA applications were installed on equipment at JIC. The applications were installed to facilitate training of JIC personnel on the applications to enhance their support and replication capabilities.

#### **July – September:**

Between June 20 and July 15, the JIC technical staff participated in an eight (8) day activity where they received training on the CMAv2.2 application to enhance JIC's support and replication capabilities. The JIC technical staff also participated in a four (4) day activity where they received training on the CIRNv2.1 application to enhance JIC's support and replication capabilities. The training resulted in the JIC's request to develop and implement a version 3 of the CIRN application. Specifications were developed by a joint committee of AOJS, JIC, NCC, & ISC. The CIRN subcontractor, FOCUS, prepared a proposal in response to the specifications. A contract for CIRN v3 was created with FOCUS and will be jointly managed by the project and JIC. The Project provided training to JIC personnel for Lotus notes administration and development. This training would enable the JIC to support, replicate and develop enhancements to the CMA system. Additionally, JIC staff have been involved in all activities at NCC (related to data and application conversion to CMA v2.2) and ISC (related to CMA v2.2 startup and user support). The Project and JIC have worked closely in scheduling JIC staff in Project activities in NCC and ISC. Additionally, the Project sent 4 JIC staff to Baltimore to attend the Court Technology conference to learn about court automation project management and current available technology. All equipment necessary to simulate a CMA and CIRN court environment within the JIC has been delivered to the JIC. This equipment is intended to be used by the JIC to explore and learn about the Project applications; to be used to trouble shoot and test issues reported by court users to the JIC support team; to test new releases of applications software before it is installed in the courts; and to develop any enhancements or new applications related to court automation.

#### **October – December 2001:**

**DEVELOP CMA VERSION 3 IN PARTNERSHIP WITH JIC:** A joint committee of AOJS, JIC, NCC, ISC and the CMA subcontractor, Intercom, developed specifications for extensive modifications to the CMA (to be known as version 3). Design meetings were held at the JIC and NCC. Most of the modifications desired are a direct result of comments from the JIC during the 3<sup>rd</sup> quarter activity in which JIC received technical training, and documentation of the CMA v2.2 application and Lotus/Domino environment. At that time the JIC recorded comments and suggestions concerning the application. Those comments were reviewed and developed into modification specifications. The version 3 modifications are based exclusively on JIC's and the court's requirements and design. The specifications include modifications to the database, user interface, and management views, reports, and other output. AOJS and JIC will jointly supervise the contract, application development, testing, and implementation that will begin during the 1<sup>st</sup> quarter of Project year 2002.

**IMPLEMENT PERFORMANCE OPTIMIZATION of CMA V2.2 IN NCC and ISC:** As the CMAv2.2 database grew and the number of users increased it was necessary to tune the Domino engine and the database properties to enhance the systems performance. Faster response times are a result. The optimized settings were replicated on the systems in ISC and JIC. JIC support staff received OJT during the research, design, implementation, and testing of the enhancements.

ASSIST JIC MANAGE THE CIRN V3 APPLICATION DEVELOPMENT CONTRACT: AOJS entered into a contract with a subcontractor, FOCUS, for the development of the 3<sup>rd</sup> version of the CIRN. CIRN v3's modification specifications were developed jointly with JIC and the NCC and ISC courts. JIC named a project manager from the JIC staff who would be the primary point of contact between the JIC and Focus for management of the contract. The Project has provided backup and management advice to the JIC CIRN project manager. This activity has been beneficial in that the JIC has direct control of the development of a CIRN v3 that meets their requirements and design; additionally, it has provided on the job training for project management, subcontractor management, and out-sourcing of technical services. This activity will strengthen the capabilities of the JIC to sustain and replicate the CIRN system.

IMPLEMENT CMA DATABASE CHANGES AND LAN AND EQUIPMENT REDEPLOYMENT IN NCC AS A RESULT OF MANAGEMENT CHANGES TO FACILITIES USE, AND CASE REASSIGNMENTS: Administrative decisions by the NCC Chief Justice required redeployment of LAN and computer equipment. A new training classroom was implemented on the 8<sup>th</sup> floor and the original training room was dismantled. Extensive database maintenance was performed to reassign the electronic case records to match the circuit reassignments as ordered by the NCC Chief Justice at the beginning of the new judicial year. Computer programs and procedures were developed and implemented at NCC to enable NCC staff to respond to future case reassignments. The database maintenance programs were also implemented in the ISC and JIC systems and JIC technical staff were taught how the programs are coded and implemented.

DEVELOP AND STARTUP USER SUPPORT AND HELP DESK PROCEDURES FOR NCC, ISC AND JIC: In order to improve the capabilities of the courts receiving information and assistance from JIC and assist JIC in recording and tracking help desk issues a meeting was facilitated by the Project. The Project developed an agenda, materials, and procedural and automation suggestions that enabled the JIC and courts to work together to define reporting channels, information requirements, and record keeping methodologies. The meeting also resulted in an agreement that the JIC and courts would begin using the agreed upon procedures and would revisit the issue if necessary to modify or enhance the help desk services.

PROVIDE CMA SHORT-TERM TECHNICAL OPERATIONS SUPPORT AND OJT FOR ISM AND NCC TO NEW USERS AND COMPUTER SYSTEMS ADMINISTRATORS: This activity has been ongoing during the 1<sup>st</sup> through the 4<sup>th</sup> quarters and has resulted in building the skills, experience, knowledge, and confidence of NCC, ISC and JIC technical staff. This OJT has resulted in court users and technical support staff sufficiently knowledgeable in Project applications to use and support the daily operations of the systems, trouble shoot and solve problems, test new releases of applications software; and to design enhancements for modified applications releases.

ASSIST JIC STAFF TO DEVELOP AND IMPROVE TECHNICAL SKILLS RELATED TO SYSTEMS OPERATIONS, SUPPORT AND REPLICATION CAPABILITIES IN JIC FOR AOJS PROJECT DEVELOPED SYSTEMS: The Project provided training to JIC personnel for Lotus notes administration and development. This training enhances JIC's capabilities to support, replicate and develop enhancements to the CMA system. Additionally, JIC staff have been involved in all CMA and CIRN operations, support, and enhancement activities at NCC and ISC. The Project and JIC have continued to work closely in scheduling JIC staff in Project activities in NCC and ISC.

**DEVELOP WORKPLAN FOR PROJECT YEAR 2002:** The Project formulated suggestions for information technology Task 5 activities for the extended Project term of 2002. The activities include the continuation of technical support in the courts and JIC, concluding the in-progress enhancement and implementation of CIRN and CMA version 3, and the development, procurement, and implementation of an electronic imaging system requested by JIC. The activities were defined in a workplan for Task 5.

Activities Suspended during this Quarter:

None

Activities Not Begun during this quarter:

None

**DELIVERABLES DURING PERIOD (Task 5B)**

1. CMA LAN installed in ISM	Completed
2. CMA Computer Equipment Installed in ISM	Completed
3. CMA version 2.2 installed in ISM	Completed
4. CMA version 2.1 upgraded to version 2.2 in NCC	Completed
5. Computer equipment for simulated pilot court computer systems environment delivered to JIC with AOJS Delivery Receipt	Completed
6. JIC management consulting services and report delivered to JIC	Completed
7. Short-term technical operations, support and OJT provided for computer systems administrators in NCC and ISM	Completed
8. CMA application media pack and application documentation delivered to MOJ	Completed

### 3.0 PROBLEMS ENCOUNTERED DURING PROJECT YEAR FIVE AND RECOMMENDATIONS

The fifth year of the project included another period during which Judges were absent from the Courts of Egypt for extraordinarily long periods. The requirements for judicial supervision of the Shura Council elections kept judges away from the bench for an additional six weeks in the Spring of this year. This was in addition to the 2 month absence during the fall of the previous year because of required judicial supervision of the national parliamentary elections. As should be expected, the impact of these two long periods of inactivity severely impacted efforts to reduce case delay.

Work with North Cairo Court has been hampered by the appointment of the second new Chief Justice in as many years. The new leadership has changed many long-standing processes and procedures, has reassigned all 150 judges to new panels, and has eliminated the function of an administrative follow-up judge. While changes such as these are certainly the prerogative of a Chief Justice, the precipitous nature of many of them has delayed the work and goals of the project for the time being. The project staff continues to work to educate the Chief Justice about project goals and activities and to work with him to achieve mutual objectives.

The AOJS project continued to encounter the generic problems of institutional weakness in the pilot courts: supervision of employees is very weak and administrative accountability is poor. These difficulties are reflected in the failure to update case information in the case management computer program. There are also delays in procurement of court supplies that regularly set back the project's implementation schedule. Similarly, the failure of Court officials to obtain permission to access one of the areas needed to complete the renovation of the archives has prevented progress in re-engineering the case archiving and implementing the AOJS recommendations for improved archive management.

While computer supplies have finally been delivered to Ismailia Court this year, the inability of the MOJ to establish a system for the provision of expendable computer supplies to the courts continues to be a concern. The project staff continues to raise this issue to the highest levels in the MOJ.

The failure of judicial panels to begin court on time continues to detract from the efforts of the project to create a truly model court in North Cairo. The project hopes to convince the new Chief Justice in North Cairo that this is a matter to which he should attach priority. We are hopeful that strong leadership from Court management in the coming year could make a positive contribution to improving the performance of the courts and improving public perceptions of the court's performance.

The Judicial Information Center was hesitant to embrace the automated software created by the Project for case management. The project has worked to foster ownership of these important automation tools by training JIC staff, having that staff participate heavily in the design of the new version of the software, and featuring their contributions in presentations to other Arab countries and conferences. By year's end the Director of the JIC, and senior Ministry officials expressed the belief that the programs were a significant contribution to efficiency in the Courts and would be replicated throughout Egypt.

**ANNEX 1**  
**RESULTS REPORT FOR 2001**

## Table of Contents

Summary and Introduction.....	ii
Strategic Context and Background of the Project .....	iii
Performance Data Table.....	1
Findings and Conclusions.....	13
Recommendations through Lessons Learned.....	34
<b>List of Figures:</b>	
Figure 1: Case Processing Time from Filing to Disposition.....	19
Figure 2: Cases at NCC sent to Experts Department.....	21
<b>Annex #1: Judicial Education training breakdown</b>	
<b>Annex #2 Lawyers' Survey Results</b>	

## Executive Summary

The Administration of Justice Project submits the results for 2001 with this report. This report includes the findings that are outlined in the performance data table and further explained with detailed conclusions taken from staff interviews and observations.

The project falls under USAID Special Objective C: Improved Civil Legal System. Specific activities are focused on 1) Improved efficiency in two pilot courts leading to a reduction in case processing time and 2) Improving judges' knowledge of Egyptian civil law through enhanced infrastructure and curriculum at the National Center for Judicial Studies (NCJS).

### **Improved Efficiency at North Cairo Court – case processing time and administrative reengineering**

The results for 2001 show North Cairo Court is well within the targets set for case processing time for this year; however there was some increase from last year in virtually all reported areas. An extensive judicial hiatus during the Fall 2000 and Spring 2001 for oversight of the People's Assembly and Shura Council elections interrupted judicial work. The project continued its focus on reengineering processes to ease and speed administrative procedures. In preparation for generating accurate and useable case management and judicial workload reports, the project worked closely with court management to improve data entry accuracy and timeliness. For example, the court created a data entry team dedicated to updating civil case information. The workload reports generated from this information will be used next year as a key tool for judges addressing case delay in their panels.

### **National Center for Judicial Studies – sustainable capacity building**

The project's focus at the National Center for Judicial Studies remained on sustainable capacity-building. Approximately three hundred judges and four hundred court staff (clerks, court statisticians and others) underwent computer training at the Personnel Computer Literacy Lab (PCLL). This accomplishment was due, in large part, to the publication of the PCLL Operational Procedures and Administration Manual, which provides comprehensive management forms and tools for planning, implementing and evaluating course offerings at the PCLL. NCJS staff began utilizing this manual for planning, implementing and evaluating courses at the PCLL, and increased and re-organized its staffing pattern, which resulted in increased capacity to administer computer training courses. The Judicial Education team also substantially revised a program for newly appointed Chief Judges in partnership with the NCJS faculty; the 5-day course was implemented three times during the year and will be offered as one of the core judicial education courses at NCJS on an annual basis in the future. In addition, the training team conducted a Master's Training of Trainers (TOT) program during which the participants produced a Basic TOT program. This Basic TOT program will give NCJS the ability to train and develop new faculty members; having this course in place is another example of NCJS' enhanced training capacity.

### ***Strategic Context and Background of the Project:***

Programming in the areas of judicial reform and democracy in Egypt is relatively recent. While the USAID has been involved in institutional development and policy work in sectors such as agriculture and public health for a quarter of a century, it is just beginning its institutional partnership with the courts, with the Parliament, and with organizations in civil society.

The Project arose from the findings of the Egyptian Judicial Conference in 1986. The Conference attendees determined that the growing backlog of cases in the national court system was, to a significant degree, the result of inadequate court management and administration. The Conference attendees recommended improved management, improved administration, re-engineering and case flow management automation.

Slow progress on this agenda over the following decade and a growing backlogs in the court caseloads, led the Government of Egypt to solicit USAID assistance. This led to the initiation of the Administration of Justice Support Project. The court leadership, working level judges, the Ministry of Justice, the legal community, the general public, the national media, and the national political leadership of Egypt perceived the need for radical improvements in court management.

The Administration of Justice Support Project began in March of 1996 with the special objective to provide an improved civil legal system in Egypt by achieving two principal intermediate results. The first is improved efficiency in two pilot court systems and the second is the improvement of judges' knowledge and application of Egyptian civil law. Mobilization began in September 1996 and the Project's current end date is the 28<sup>th</sup> of December 2002. The performance reporting plan will be modified for the period of the extension. America-Mideast Educational and Training Services, Inc. (AMIDEAST) has been implementing the project in four different locations: North Cairo Court of First Instance, Ismailia Court of First Instance, the National Center for Judicial Studies and the Judicial Information Center. Policy elements of the project are implemented in consultation with the senior-most levels of the Ministry of Justice.

**SPECIAL OBJECTIVE C: IMPROVED CIVIL LEGAL SYSTEM**

Indicator: Documented pilot court system tested and accepted for replication by Ministry of Justice

Unit of Measure: MOJ acceptance with minor Modifications	Year	Planned	Actual
	1997(B)	N/A	N/A
Source: MOJ record.	1998	N/A	N/A
Comments: One-time End of Project measurement	1999	N/A	N/A
	2000	N/A	N/A
	2001	N/A	N/A
	2002 (T)	YES	

Indicator: Measurable improvement in lawyers' perceptions toward court operations

Unit of Measure: % increase in lawyer confidence in Pilot Court Efficiency	Year	Planned	Actual
Source: Annual survey of civil lawyers practicing in Pilot Courts.	1997 (B)		44%
	1998	46%	52%
Comments: Baseline determined by Jan. 1998 survey. Annual surveys to be conducted thereafter	1999	50%	61%
	2000	55%	64%
	2001	60%	56%
	2002 (T)	60%	

**Result No. C.1: Improved Efficiency of Two Pilot Court Systems**

Indicator: Reduction in case processing time

Unit of Measure 1: Average number of months from case Filing to Final Decision for all Civil cases	Year	Planned	Actual
Source: Independent verification of pilot court records by AOJS staff.	1997 (B)		22.4
	1998	21.6	12.8
Comments: Data used is extrapolated from the average times between individual events	1999	18.3	12.9
	2000	16.6	11.4
	2001	13.3	12.7
	2002 (T)	13.3	

<b>Unit of Measure 2: Average number of days from case</b> Filing to disposition cases sent to Expert Office  Source: Independent verification of pilot court records by AOJS.  Comments: Data used is extrapolated from the average times between individual events. N.B. Out of total no. of civil cases, 30% are sent to the Experts Office.	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
	1997 (B)		1084
	1998	1050	1113.8
	1999	900	990
	2000	800	944
	2001	640	1037
	2002 (T)	640	
<b>Unit of Measure 3: Average number of days from case</b> Filing to final decision cases not sent to Expert Office  Source: Independent verification of pilot court records by AOJS.  Comments: Data used is extrapolated from the average times between individual events.	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
	1997 (B)		496
	1998	475	255.15
	1999	400	222.9
	2000	365	202.2
	2001	290	224
	2002 (T)	250	
<b>Result No. C.1.1: Improved Administration of Two Court Systems</b>			
<b>Indicator: Reduction in time consumed by various administrative procedures</b>			
<b>Unit of Measure 1: Days consumed in filing</b> Process to first hearing.  Source: Independent verification of pilot court records by AOJS staff.  Comments: Data is extrapolated from average time Between individual events	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
	1997 (B)		69
	1998	65	45.4
	1999	60	41.5
	2000	55	40.4
	2001	50	42.3
	2002 (T)	45	
<b>Unit of Measure 2: Days consumed in Service process,</b> From filing to acknowledgement of service.  Source: Independent verification of pilot court records by AOJS staff.  Comments: Data is extrapolated from average time Between individual events	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
	1997 (B)		21
	1998	20	18.7
	1999	18	17.5
	2000	16	19.5
	2001	15	22.4
	2002 (T)	15	

Unit of Measure 3: Days consumed in Expert process, from referral to final expert opinion.	Year	Planned	Actual
	1997 (B)		492
Source: Independent verification of pilot court records by AOJS staff.	1998	440	660
	1999	350	534
Comments: Data is extrapolated from average time Between individual events	2000	325	526
	2001	300	456
	2002 (T)	300	
Unit of Measure 4: Days consumed in Opinion process from first Date Of last hearing to publication of court opinion.	Year	Planned	Actual
	1997 (B)		44.5
Source: Independent verification of pilot court records by AOJS.	1998	40	35
	1999	30	34.1
Comments: Data is extrapolated from average time Between actual events.	2000	25	29.4
	2001	21	28.2
	2002 (T)	21	
<b>Indicator: Number of court procedures re-engineered and simplified</b>			
Unit of Measure 1: No. of procedural steps simplified and Re-engineered In filing process	Year	Planned	Actual
	1997(B)	N/A	0
Source: Project records.	1998	4	6
	1999	3	4
Comments:	2000	1	4
	2001(T)	ALL (8)	4
	2002	ALL (8)	
Unit of Measure 2: No. of procedural steps simplified and Re-engineered in Service process	Year	Planned	Actual
	1997(B)	N/A	0
Source: Project records.	1998	3	1
	1999	8	3
Comments:	2000	1	2
	2001	ALL (12)	6 (Total)
	2002 (T)	ALL (12)	

Unit of Measure 3: Percentage of cases referred to expert office	Year	Planned	Actual
	1997(B)		29.4%
Source: Project records	1998	25%	15%
Comments: Data from North Cairo only.	1999	20%	21.8%
	2000	17%	18.8%
	2001	15%	19.7%
	2002	15%	
Unit of Measure 4: Number of procedural steps simplified in the Expert Office.	Year	Planned	Actual
	1997(B)*		0
Source: Project records	1998*	2	1
	1999*	6	2
Comments: Relates to internal processes within the Expert office itself.	2000	2	1
	2001	2	0
	2002 (T)	2	
Unit of Measure 5: Number of procedural steps simplified in the Court related to the Expert process.	Year	Planned	Actual
	1997(B)*		0
Source: Project records	1998*	2	1
Comments: Relates to internal processes within the court	1999*	8	3
Resulting from Expert process. *NOTE: North Cairo data only	2000	2	1
	2001	ALL (12)	3
	2002	ALL (12)	
Unit of Measure 6: Number of procedural steps simplified in the Opinion Process.	Year	Planned	Actual
	1997(B)		0
Source: Project records.	1998	0	0
	1999	4	4
Comments:	2000	6	1
	2001	ALL (10)	5 (Total)
	2002	ALL (10)	

Unit of measure 7: Number of Court hearings conducted Per case	Year	Planned	Actual
	1997(B)*		10
Source: Project records	1998*	9	7
Comments: Relates to total number of hearings in court During life of the case. *NOTE: North Cairo data only	1999*	8	7
	2000	7	6.7
	2001	6	6.9
	2002	6	
Unit of measure 8 : Average number of continuances Granted per Case	Year	Planned	Actual
	1997(B)*		9.4
Source: Project records	1998*	8	6.1
Comments: Relates to the number of times court activity Postponed by Court. *NOTE: North Cairo data only	1999*	7	6
	2000	6	4.9
	2001	5	5.9
	2002		
Unit of Measure 9 : No.of administrative.duties assigned to judges.	Year	Planned	Actual
	1997(B)		16
Source: Project records	1998	16	15
Comments:	1999	10	10
	2000	8	6
	2001	4	6
	2002	4	
<b>Indicator: Increase in use of court automation system to process new and pending cases</b>			
Unit of measure 1: Number of pending cases entered each year in the CMA system	Year	Planned	Actual
	2000(B)	N/a	3,058
Source: CMA system statistics	2001	N/a	55,063
Comments: New unit of measure	2002 (T)	N/a	
Unit of measure 2 : Number of lawyers listed in CMA database	2000(B)	N/a	1,718
Source: CMA system statistics	2001	N/a	16,312
Comments: New unit of measure	2002 (T)	N/a	

Unit of measure 3 : Number of litigant parties listed in CMA database	2000(B)		15,130
	2001 (T)		294,640
Source: CMA system statistics	2002		
Comments: New unit of measure			
Unit of measure 4 : Number of circuits entering case data	2000(B)		75
Source: CMA system statistics	2001		112
Comments: New unit of measure	2002		
Unit of measure 5 : Number of events entered in CMA database	2000(B)		2,539
Source: CMA system statistics	2001 (T)		129,387
Comments: New unit of measure	2002		
<b>Indicator: Number of judges and staff trained on new systems</b>			
Unit of measure 1: Number of judges trained each year on Computer systems	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	30	80
Comments:	1999	36	23
	2000	18	103
	2001	36	296
	2002 (T)	15	
Unit of measure 2: Number of judges trained each year on Non-Computer systems	Year	Planned	Actual
	1997(B)	20	0
	1998	80	0
Source: Project records	1999	100	438
Comments:	2000	80	578
	2001	80	306
	2002 (T)	70	
Unit of measure 3: Number of staff trained each year on Computer systems	Year	Planned	Actual
	1997(B)		0
	1998	60	0
Source: Project records	1999	110	182
Comments:	2000	63	601
	2001	80	882
	2002 (T)	80	

Unit of measure 4: Number of staff trained each year on Non-Computer systems	Year	Planned	Actual	
	1997(B)		0	
	1998	30	30	
	Source: Project records	1999	50	114
	Comments:	2000	50	141
	2001	20	20	
	2002 (T)	25		
<b>Indicator: Increase in number of judges' home PCs installed.</b>				
Unit of Measure 1: Increase in number of judges home PCs installed	Year	Planned	Actual	
	1997(B)		0	
	Source: Project records	1998	0	0
	Comments: Project activities completed 1999	1999	30	75
		2000	36	N/a
2001(T)		18	N/a	
	2002			
<b>Result No. C.1.2: Increased Access to Legal Information in Two Pilot Court Systems</b>				
<b>Indicator: Increased percentage of Judges and court staff with access to legal system.</b>				
Unit of Measure 1: Number of Judges and court staff Trained on legal research databases.	Year	Planned	Actual	
	1997(B)		0	
	Source: Project records	1998	0	0
	Comments: Project activities completed in 2000	1999	66	86
		2000	18	80
2001		N/a	N/a	
	2002 (T)	N/a	N/a	
Unit of Measure 2: Number of Judges and court staff Provided access to legal research databases.	Year	Planned	Actual	
	1997(B)		0	
	Source: Project records	1998	30	0
	Comments: Project activities completed in 2000	1999	36	86
		2000	18	86
2001		N/a	N/a	
	2002 (T)	N/a	N/a	

<b>Result No. C.2: Judges More Knowledgeable of Egyptian Civil Law</b>			
<b>Indicator: Average percentage increase between pre-and post-course scores</b>			
<b>Unit of Measure : Annual average differences in pre-and post-test scores</b>	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
<b>Source: NCJS Records</b>	1997(B)		0
	1998	15%	29.9%
<b>Comments: NOTE: The nature of pre and post-testing (participants and programs change yearly) is such that each year is a stand-alone, zero-based item. Accordingly, the data herein is per annum only. Final average of all testing will be shown in the final year.</b>	1999	15%	19%
	2000	15%	14%
	2001	15%	18.5%
	2002 (T)	15%	
<b>Result No. C.2.1 Enhanced Educational Infrastructure at NCJS</b>			
<b>Indicator: Increased number of educational mission-related administrative systems</b>			
<b>Unit of Measure 1: Number of standard forms added</b>	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
<b>Source: Project records</b>	1997(B)		0
	1998	8	0
<b>Comments: This indicator will be eliminated in 2002 as project activities in this area are completed.</b>	1999	10	10
	2000	10	22
	2001	7	7
	2002 (T)	N/a	
<b>Unit of Measure 2: Number of automated systems added</b>	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
<b>Source: Project records</b>	1997(B)		0
	1998	2	2
<b>Comments: Measurement completed in 1998</b>	1999	N/a	N/a
	2000	N/a	N/a
	2001(T)	N/a	N/a
	2002	N/a	N/a
<b>Unit of Measure 3: Number of polices/procedures added To the NCJS</b>	<b>Year</b>	<b>Planned</b>	<b>Actual</b>
<b>Source: Project records</b>	1997(B)		0
	1998	8	10
<b>Comments:</b>	1999	10	3
	2000	10	9
	2001	3	3
	2002 (T)	4	

45

Unit of Measure 4: Number of manuals developed	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	1	4
Comments:	1999	1	10
	2000	1	1
	2001	1	3
	2002 (T)	1	
<b>Indicator: Increased Number of trained faculty members</b>			
Unit of Measure 1: Number of Judges trained	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	20	57
Comments:	1999	40	38
	2000	40	23
	2001	40	42
	2002 (T)	15	
Unit of Measure 2: Number of case managers	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	5	0
Comments: <i>Indicator eliminated</i>	1999	10	N/a
	2000	10	N/a
	2001(T)	10	N/a
	2002	N/a	N/a
Unit of Measure 3: Number of new judge orientation faculty trained	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	5	36
Comments: Indicator eliminated for 2002, NCJS has taken over this program component	1999	5	25
	2000	5	16
	2001(T)	5	25
	2002	N/a	N/a

Unit of Measure 4: Number of Mentor Judges	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	0	0
Comments: <i>Indicator Eliminated</i>	1999	10	N/a
New Project Zero baseline	2000	10	N/a
	2001(T)	10	N/a
	2002	N/a	N/a
<b>Result No. C.2.2 Enhanced Curriculum at NCJS</b>			
<b>Indicator: Increased Number of new courses implemented</b>			
Unit of Measure 1: Number of Civil Law courses	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	2	7
Comments:	1999	4	4
New Project Zero baseline	2000	4	5
	2001	3	3
	2002 (T)	1	
Unit of Measure 2: Number of Administrative Management Courses	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	4	9
Comments:	1999	5	1
New Project Zero baseline	2000	4	7
	2001	4	3
	2002 (T)	2	
Unit of Measure 3: Number of Staff Courses	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	2	0
Comments:	1999	4	4
New Project Zero baseline	2000	4	3
	2001	4	3
	2002 (T)	2	

Unit of Measure 4: Number of Computer Courses	Year	Planned	Actual
		1997(B)	
Source: Project records	1998	5	5
Comments: New Project Zero baseline	1999	7	10
	2000	9	3
	2001	3	3
	2002 (T)	2	
<b>Indicator: Increased Number of Evaluation Instruments</b>			
Unit of Measure 1: Number of Course-related Instruments	Year	Planned	Actual
		1997(B)	
Source: Project records	1998	4	5
Comments: New Project Zero baseline	1999	7	10
	2000	7	14
	2001	5	5
	2002 (T)	2	
Unit of Measure 2: Number of Faculty-related Instruments	Year	Planned	Actual
		1997(B)	
Source: Project records	1998	2	4
Comments: New Project Zero baseline	1999	2	1
	2000	2	11
	2001	2	1
	2002 (T)	1	
Unit of Measure 3: Number of Participant-related Instruments	Year	Planned	Actual
		1997(B)	
Source: Project records	1998	2	3
Comments: New Project Zero baseline	1999	2	2
	2000	2	14
	2001	2	4
	2002 (T)	1	

Unit of Measure 4: Number of Overall Program Instruments	Year	Planned	Actual
	1997(B)		0
Source: Project records	1998	2	2
Comments:	1999	3	2
New Project Zero baseline	2000	4	14
	2001	4	6
	2002 (T)	2	

## Findings and Conclusions:

### Special Objective C: Improved Civil Legal System

**Indicator:** Documented pilot court system tested and accepted for replication by the Egyptian Ministry of Justice.

**Unit of Measure:** MOJ acceptance with minor modifications

**Number planned for 2001:** Not applicable. This is a one-time, end of project measurement.

**Indicator:**  
*court efficiency*

**Methodology:** Each November, AOJS conducts an on-site survey of lawyers onsite at the North Cairo Court of First Instance to assess the impact on "end-user's" of project improvements made to administrative and case disposition procedures, and on the work environment in the pilot courts. The survey also elicits lawyers' suggestions to improve the performance of the court system with relation to civil and commercial cases.

The survey is designed to assure that:

- 1) all interviewees have been involved in civil/commercial cases
- 2) they have at least one year of experience in dealing with the pilot courts.

Test questions are inserted to test consistency and reliability of the collected information. The average number of years the lawyers had been in practice for this year's sample was ten.

Data collectors are recruited from among the recent graduates of Cairo University, Faculty of Law, to meet two criteria: firstly, to have a legal background to allow unhindered communication with lawyers, and secondly, to have no previous experience with the court system in Egypt thus avoiding any possible bias.

<b>Unit of Measure:</b> Percent increase in lawyer confidence in pilot court efficiency	
<b>Baseline (actual for 1997):</b> 44%	
<b>Number planned for 2001:</b> 60%	<b>Number achieved in 2001:</b> 56%

**Reason for result:** This year saw a decrease in lawyer satisfaction which the project believes was due to changes in the court processes and procedures implemented two weeks before the survey occurred. The Chief Justice at the North Cairo Court made significant changes to the operational procedures of the court. He changed the composition of the panels of judges hearing cases, the subjects the panels heard (i.e., rent, compensation, labor, taxes, etc), and the timing and location of court hearings. Civil and criminal cases are now being heard in both court buildings whereas previously the circuit clerks, files and hearing rooms for civil cases were in one building with criminal proceedings in another. From a lawyer's perspective, there is probably little else that would have been more disruptive than to arrive at the court to discover the case he or she had been presenting to the same panel of judges in the same hearing room for close to a year had been moved to a different building and would be heard by a new set of judges with no previous experience with the case or subject matter.

The Chief Justice moved ahead with these changes despite concerns expressed by the project and others in the Ministry of Justice, because he believed a major problem in the system is corruption among the circuit clerks. He hoped that by instituting these changes, he would be able to disrupt linkages between lawyers and the circuit clerks and have a positive impact on corruption, which was his mandate when he was appointed to this position at the North Cairo Court.

Appendix 2, "Court User's Satisfaction Survey (2001)" is a summary comparing the results of the previous years' Lawyers' Surveys, which may be useful while reviewing the following analysis.

**Administrative Processes:**

Overall, the level of satisfaction with the court administration processes remained the same despite noticeable changes in the following specific areas. A more detailed breakdown of the survey is included in Appendix 2.

- *Acknowledgement (Service)* – the increase in satisfaction improved significantly from last year with the introduction of registered mail notification in addition to use of the process servers. Despite an increase in the amount of time it takes for service, lawyers seemed to feel the service was more assured this way.

- *Receipt of original documents (Archives)* – the improvement here is attributable to renovations undertaken this year to the Archives Dept. Once the renovations are finished next year, this number will hopefully increase further.
- *Fees Assessment, Fees Review and Fees Payment* – these three areas showed a marked decrease in satisfaction. From the comments in the Lawyer's Survey, it appears the consolidation of the taxes department at the front counter with commercial and civil litigants has made the case initiation process more crowded. The project is in the process of reengineering the front counter system to add more cashiers and enlarge the intake area.

#### **Disposition Processes:**

The level of satisfaction with the disposition process decreased slightly from last year overall. The following areas showed more significant changes:

- *Respecting court starting time* – The number one complaint in the comments section of the Lawyer's Survey was that hearings do not begin on time.
- *Responsiveness to defense claims* – This number was almost a point lower than last year, but seems to vary from year to year and may be linked to the how full the docket for panels are. When there are a lot of cases on the hearing rolls, judges are less inclined to hear defense claims.
- *Postponement duration* – The decrease here may be attributable to increased judicial involvement in the Shura elections and syndicate elections as well as the People's Assembly elections. The court created delegated panels, which met to hear cases that were not before them, simply in order to postpone them until the regular panels could become available.
- *Review of the case file before hearings* – there was actually substantial improvement in this category, which may be attributable to the addition of three new panels at the court and the addition of a fourth judge on several three-judge panels.

Finally, although there was a slight improvement in the level of satisfaction with the time for experts' reports to be completed the fact that this item is the lowest of all processes in terms of lawyer satisfaction warrants mention.

#### **Court Buildings and Customer Service Processes:**

This year saw a significant decline in the court buildings and customer service section, mainly due to the changes mentioned in the introduction.

- *Ground floor filing location* – lawyers continue to be highly satisfied with the changes made to the filing location.

- *Two court hearing shifts* – This indicator showed the sharpest decline out of all the indicators in the lawyers' survey. When the changes were instituted rearranging the composition of the judicial panels, many lawyers were unsure if they needed to attend morning or afternoon panels. Judging from the comments received, dissatisfaction regarding these changes was reflected in this indicator.

## Result Number C.1: Improved efficiency of two pilot court systems

**Indicator: Reduction in case processing time**

### Introduction:

This is the fourth year the Court Administration Team followed Case Management Consultant David Steelman's method of statistical sampling and analysis that he used in his earlier work with the Project. This year our sample size was 544 cases, higher than last year's sample of 425 cases.

The sampling technique used in this year's report was consistent with the sampling technique employed for the 2000 report. The sampling technique is designed to provide a cross-section of all categories of cases closed during a 12-month period from October 1, 2000 to October 1, 2001. Data samples were obtained by court staff under guidelines set forth by the project, however direct supervision of the data gathering was limited. Review of the data collection forms shows potential inconsistencies in the information gathered. Several questions were eliminated from the data collection form this year as the information was not necessary for the results reporting.

**Unit of Measure 1:** Average number of months taken from case filing to final decision for all civil cases

Number planned for 2001: 13.3 months (399 days)

Number achieved in 2001: 12.7 months (381 days)

**Reason for result:** The number achieved in 2001 exceeds the original goal for the end of the project, although it does represent an increase of about a month compared to last year. This most likely reflects the judicial hiatus that occurred in October and November of last year and April of this year due to judicial oversight of elections. Since the court was not really in session for those three months, case processing ground to a virtual halt. For example, out of a sample of 544 cases, only 6 were closed in November, compared to 98 in March or 55 in February.

We also noted last year that our sample had a high percentage of new cases included and suggested next year's results would show a less significant decline or increase. When we look at the ratio of cases over 600 days old (older cases) in our sample this year as compared to last year, we note a 19% increase between the two years in the amount of older cases. With a higher proportion of older cases being closed than newer cases, the average time from filing to disposition will inevitably increase. This may also be attributable to a slightly larger percentage of cases in our sample that have been referred to the Expert Department.

<b>Unit of Measure 2:</b> Average number of days taken from case filing to disposition in cases sent to the Expert Office	
<b>Number planned for 2001:</b> 21.3 months (640 days)	<b>Number achieved in 2001:</b> 31.5 months (1037 days)

**Reason for result:** There was a significant increase in the amount of time it took to process cases sent to the Experts-Office. However, this does not seem to be related to activities inside the Experts Office itself, but to activities within the court as the time cases spent at the Experts Office this year decreased significantly. Again the large amount of time the court did not process cases due the national elections accounts for the increase in disposition time.

<b>Unit of Measure 3:</b> Average number of months from case filing to final decision in cases <u>not</u> sent to the Expert Office	
<b>Number planned for 2001:</b> 9.6 months (290 days)	<b>Number achieved in 2001:</b> 7.4 months (224 days)

**Reason for result:** The number achieved this year is well within the project's planned goal for year, although it represents a slight increase from last year. However, despite the overall increase in case processing time of about two months, the average time from filing to disposition for these non-Expert cases only increased by 22 days, slightly under a month.

52

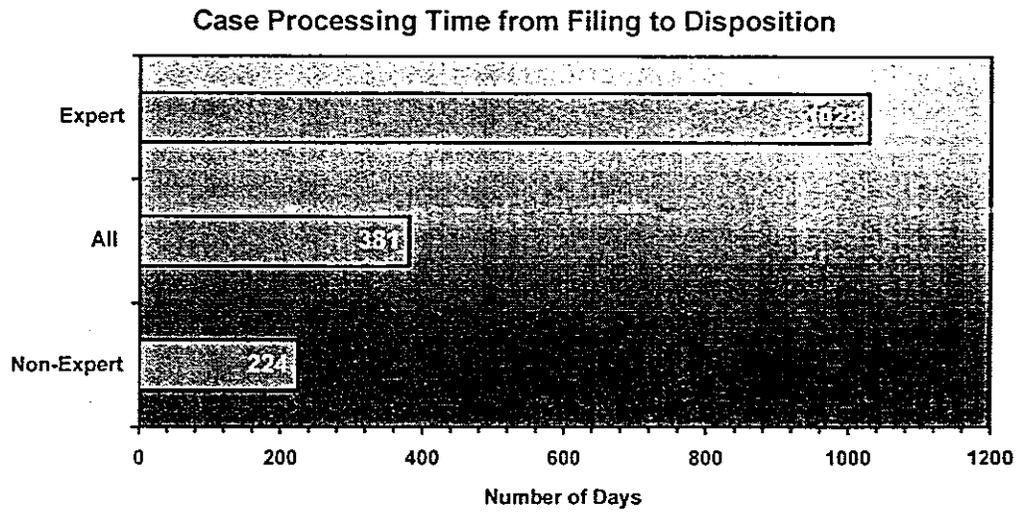


Fig.1

## Result Number C.1.1: Improved Administration of the two court systems

**Indicator:** *Reduction in time consumed by various administrative procedures*

**Unit of Measure 1:** Days consumed from beginning of filing process to first hearing

Number planned for 2001: 50 days

Number achieved in 2001: 42.3 days

**Reason for result:** The days consumed between filing and first hearing increased slightly, but more than exceeded the number planned for the end of the project. This appears to be on target with expectations, as the law requires a first hearing to be held between 15 and 60 days after the case is filed. Therefore, the average number of days between filing and first hearing should be in the range of 40 days. The implementation of the CIRN ensures all first hearings continue to be scheduled within these parameters.

**Unit of Measure 2:** Days consumed in the service process from filing to acknowledgement of service

Number planned for 2001: 15 days

Number achieved in 2001: 22.4 days

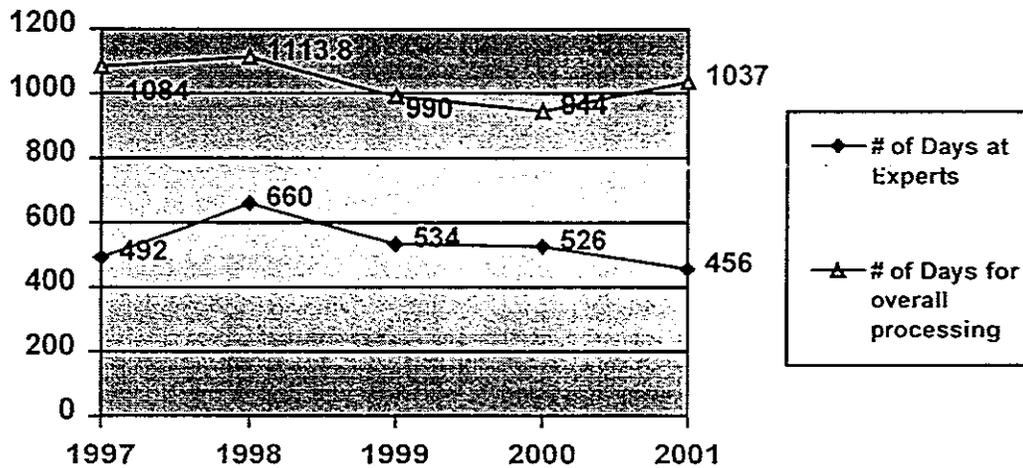
**Reason for result:** Days consumed in service went up this year by 3 days, the highest level since the project began. The Ministry of Justice had sponsored a law in 1999 in response to the project's recommendation that allows litigants to be served by registered mail. However, the existing law that requires notice to be served by process servers from the court has not yet been repealed. This has led to a duplication of effort and has increased processing time.

<b>Unit of Measure 3:</b> Days consumed in the expert process from referral to final expert opinion	
Number planned for 2001: 300 days	Number achieved in 2001: 456 days

**Reason for result:** Time consumed in the expert process has shown a decrease despite an overall rise in case processing time for cases referred to this department. However case-processing time may not necessarily be dependent on this variable. In 1998 there was a sharp increase in the time consumed at the Experts Department, but the corresponding increase in case processing time was less dramatic as shown in the graph below.

Fig. 2

Cases at NCC sent to Experts Department



The project has not worked directly with the Experts Department, but has attempted to improve the process by which they receive cases. The project did form a committee that included the expert referrals supervisor for the court office, a follow-up judge and two judges interested in case management. The committee submitted its recommendations to the chief justice as to how to reengineer the paper and people flow.

A unit for reviewing case files once they were received from the Experts Office was added to ensure the files would be returned to the Experts department immediately if the documents were not completed. Also, the case files sent to the Experts department are now being handed directly to the Experts court office rather than to the court mail office and then to the Expert court office. It is hoped that these changes will make the flow of cases between the court and Experts Department more efficient.

<b>Unit of Measure 4:</b> Days consumed in the opinion process from first date of last hearing to publication of court opinion
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Number planned for 2001: 21 days
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Number achieved in 2001: 28.2 days
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**Reason for result:** This number remained about the same as last year, with a decrease of only one day. The Chief Justice has discussed setting up a room for judges to have access to legal research CD-ROMs at the court. This might have an effect on opinion times.

**Indicator: *Increase in number of court procedures re-engineered and simplified***

**Unit of Measure 1:** Number of procedural steps simplified and re-engineered in the filing process

Number planned for 2001: ALL (8)

Number achieved in 2001: 4

**Reason for result:** The taxes department was moved downstairs from the sixth floor to the front counter where the CIRN system is located and will be processed with the civil and commercial cases. Four procedures were re-engineered, all related to streamlining case-filing procedures at the front counter on the ground floor. With the new automated system, fees estimation, fees collection, panel assignment and first hearing date selection are all handled by the same clerk, working on the CIRN.

**Unit of Measure 2:** Number of procedural steps simplified and re-engineered in the service process

Number planned for 2001: ALL (12)

Number achieved in 2001: 6 – TOTAL

**Reason for result:** Cumulatively 6 steps were reengineered over the life of the project. Last year, the project had recommended that the court cease to use process servers to notify litigants of court proceedings and instead use the postal service's registered mail system. Registered mail is being employed, however, process servers are still required to serve litigants in person, which leads to a duplication of effort.

<b>Unit of Measure 3:</b> Percent of cases referred to the Expert Office	
<b>Number planned for 2001:</b> 15%	<b>Number achieved in 2001:</b> 19.7%

**Reason for result:** The number achieved this year represents an increase of about one percentage point compared to last year. The project has continued to encourage judges to limit referrals to the Experts department as it seems to increase case processing time at least four-fold. The number is still less than what was achieved in 1998. Once events in the CMA system are updated with increasing regularity and accuracy, we will have a better sense of the percentage of pending cases at North Cairo Court that are sent to the Experts to see whether the numbers in our sample are representative.

<b>Unit of Measure 4:</b> Number of procedural steps simplified in the Expert Office	
<b>Number planned for 2001:</b> 2	<b>Number achieved in 2001:</b> 0

<b>Unit of Measure 5:</b> Number of procedural steps simplified in the Court related to the expert process	
<b>Number planned for 2001:</b> ALL (12)	<b>Number achieved in 2001:</b> 3

**Reason for result:**

The Project formed Experts Committee in the court headed by the follow-up judge for Experts that recommended internal court staff who supported the Experts department be consolidated into one location. Another recommendation from the committee was that the clerks bring the case files to the Experts office within the court themselves and signed it in and out. This eliminates inter-court mail system, which apparently was a source of delay. It also requires clerks to take responsibility for the files' whereabouts. In addition, all case files are reviewed by a unit officer in the Experts Department at the court prior to going to the Experts Office to make sure that the files are complete...

<b>Unit of Measure 6:</b> Number of procedural steps simplified in the opinion process	
<b>Number planned for 2001:</b> ALL (10)	<b>Number achieved in 2001:</b> Cumulative -- (5)

**Reason for result:** The project has continued to work with judges to encourage them to submit their opinions to the typing pool on diskette, which saves time in processing. More judges this year than last year are participating in this system, but the number is still less than half.

<b>Unit of Measure 7:</b> Number of court hearings conducted per case	
<b>Number planned for 2001:</b> 7	<b>Number achieved in 2001:</b> 6.9

**Reason for result:** The average number of court hearings held per case, increased in 2001, as expected, due to the judicial oversight of national elections and other subsequent elections. The court created delegated panels which met to hear cases that were not before them, simply in order to postpone them until the regular panels could become available. The average number of hearings for cases with Experts referrals was 16.6; for cases without Expert referrals the number was 4.6.

The project continues to encourage judges to exercise more control in managing cases by reducing the number of unnecessary hearings and to shorten the length of time between hearings when they feel a postponement is necessary.

<b>Unit of Measure 8:</b> Average number of continuances granted per case	
<b>Number planned for 2001:</b> 6	<b>Number achieved in 2001:</b> 5.9

**Reason for result:** This measure corresponds roughly to the number of hearings per case, on the average it is one less than the total number of hearings. When the number of hearings decreases, we would expect to see a decrease in the number of continuances as well.

<b>Unit of Measure 9:</b> Number of administrative duties assigned to judges	
<b>Number planned for 2001:</b> 4	<b>Number achieved in 2001:</b> 6

**Reason for result:** The law requires certain administrative duties assigned to judges to be performed by them. There was a proposed law before the People's Assembly to remove certain duties from the panel judges and give them to the civil attorney, however this law has not been taken up for the past two years. The project continues to encourage judges to delegate administrative tasks to their clerks than can be delegated, however there are judges who prefer to retain control of certain tasks.

<b>Indicator : Increase in use of court automation system to process new and pending cases</b>
------------------------------------------------------------------------------------------------

**Methodology:** Although this section was not part of the original evaluation design, last year's report recommended including a section on the Case Management Application indicators that would report on these indicators. The following units of measure are designed to provide an overview of the operational status of the CMA system. It should be noted that the numbers for 2000 reflect usage for a three-month period, beginning when the system went live in September 2000.

Definitions:

To the CMA, an **event** is something that happens in a case, for example, a document having been filed; panel decisions (e.g. request for expert opinions, judgments, service orders, etc.); or something having happened (e.g. a hearing, postponement, etc.). Every event in the case history is either a past event that has happened or a pending event that is expected to happen.

A "circuit" is a subset of a "panel". A "panel" is a set of 3 or 4 judges who meet together as different "circuits". A "circuit" is the same set of 3 or 4 judges when they meet on certain days to hear certain case types.

<b>Unit of Measure 1:</b> Number of <u>cases</u> entered in the CMA system*	
Number achieved in 2000: 3058	Number achieved in 2001: 55,063

*Note: This number reflects the number of pending cases in the system. The actual number of cases entered into the CMA system is greater, however we are not including closed cases.*

<b>Unit of Measure 2:</b> Number of <u>lawyers</u> listed in the CMA database	
Number achieved in 2000: 1,718	Number achieved in 2001: 16,312

<b>Unit of Measure 3:</b> Number of <u>litigant parties</u> entered in the CMA database	
Number achieved in 2000: 15,130	Number achieved in 2001: 294,640

<b>Unit of Measure 4:</b> Number of <u>circuits</u> entering <u>case</u> data	
Number achieved in 2000: 75	Number achieved in 2001: 112

*Note: the 112 circuits represent all relevant circuits.*

<b>Unit of Measure 5:</b> Number of <u>events</u> entered in the CMA database	
Number achieved in 2000: 2,539	Number achieved in 2001: 129,387

65

## Result Number C.1: Improved Efficiency of Two Pilot Court Systems (Ismailia)

**Indicator:** *Reduction in case processing time at the Ismailia Court*

Results from Ismailia Court of First Instance were not originally included in the project monitoring and evaluation report. However, beginning in 1999, the Ismailia court management asked to be included and has actively begun monitoring data and installing procedural training. The project introduced automated systems in Ismailia Court until Fall of 2000.

This year, work in Ismailia intensified with the installation of the CMA system, which began live operation in June. All 3500 pending cases in Ismailia have been entered in the CMA. Both Courts have begun the process of updating case data information to enable the system to produce daily hearing rolls, case information, certificates of case status, Ministry of Justice required statistical reports, final judgment information, case age information, and other aggregate data needed to monitor case delay. . .

The numbers from Ismailia this year show an increase in case processing time as a result of the previously noted judicial hiatus in the fall of 2000 and the spring of 2001. In addition, a close examination of last year's sample reveals several anomalies. In the 2000 case sample, there were no cases over 600 days old, this year there were 17. Also, of the 40 cases in the sample that were referred to the Experts department in 2000, all but one was a Tax case. This year there is a wider range of case types in the group of 44 cases sent to the Experts (17 Civil cases, 23 Tax cases, 2 Rent cases, 2 Labor cases).

While the data may be correct, the project would not want to make broad generalizations about changes and improvements to court processes based on these data samples. Next year, the project will have statistics from the CMA system that should give us a more accurate picture in regards to case processing and backlog.

Unit of Measure 1: *Average number of months from case filing to final decision for all cases*

*Number achieved in 1999: 193.7 days*

*Number achieved in 2000 :103.6 days*

*Number achieved in 2001: 199.2 days*

**Unit of Measure 2:** *Average number of months from case filing to final decision for cases sent to the Expert Office*

*Number achieved in 2000: 512.8 days*  
*Number achieved in 2000: 219.8 days*  
**Number achieved in 2001: 630.8 days**

*Note:* Last year's sample contained 40 cases that had been sent to the Experts Office, the oldest case took 387 days to process. This year's sample contained 44 cases sent to the Experts office, out of those 44 closed cases, 21 were over 387 days old, and 17 were over 600 days old. The oldest case in this year's sample took 2,182 days to process. As mentioned above, the chief justice has focused on reducing the backlog of older cases. The data suggests more older cases are being closed this year than last. Next year, statistics from the CMA should give us a more precise idea as the reduction in pending caseload.

**Unit of Measure 3:** *Average number of months from case filing to the final decision in cases not sent to the experts*

*Number achieved in 1999: 69.9*  
*Number achieved in 2000: 89.9 days*  
**Number achieved in 2001: 144.9 days**

**Indicator:** *Reduction in time consumed by various administrative procedures*

**Unit of Measure 1:** *Days consumed from beginning of filing process to first hearing*

*Number achieved in 1999: 28.3*  
*Number achieved in 2000 :30.5 days*  
**Number achieved in 2001: 40.7 days**

**Unit of Measure 2:** *Days consumed in the service process from filing to acknowledgement of service*

*Number achieved in 1999: 7.8 days*  
*Number achieved 2000: 8.8 days*  
**Number achieved in 2001: 9.25 days**

**Unit of Measure 3:** *Days consumed in expert process from referral to final expert opinion*

*Number achieved in 1999: 303.4*

*Number achieved in 2000: 104.4*

**Number achieved in 2001: 435.9 days**

**Unit of Measure 4:** *Days consumed in the opinion process from date of last hearing to publication of court opinion*

*Number achieved in 1999: 31 days*

*Number achieved 2000: 18.5 days*

**Number achieved in 2001: 21.1 days**

<p><b>Indicator: Increase in number of judges and staff at the North Cairo Court trained on new systems</b></p>
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**Methodology:** "System" in this indicator is defined as either a computer application ("computer system") or a manual set of procedures ("non-computer system"). Training data is collected by the Judicial Education Department, through which all AOJS training activities are routed for monitoring and reporting purposes. The number of participants trained that appears is an aggregate number that reflects the total number of participants enrolled in a given number of courses. Based on the project assessment of training needs, many participants may receive more than one course. A detailed breakdown of the courses conducted this year appears in Appendix I.

<p><b>Unit of Measure 1:</b> Number of <u>judges</u> trained each year on <u>computer</u> systems</p>
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<p>Number planned for 2001: 36</p>
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<p>Number achieved in 2001: 296</p>
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**Reason for result:** The large number of judges receiving computer training as opposed to planned numbers is largely attributable to a series of courses conducted at the NCJS's Personal Computer Literacy Laboratory (PCLL) on Windows and other basic computer skills for approximately 145 judges, and a course on Word 97 for 105 judges. The remainder of the computer courses this year are related to CMA training. The results for this unit of measure have varied substantially over the past four years compared to planned number, because when the AOJS Monitoring & Evaluation Plan was written in 1997, it was envisioned that the 80 Judges Home PCs (Task 6) would be distributed incrementally over the first three years of the project (1998 - 2000).

<p><b>Unit of Measure 2:</b> Number of <u>judges</u> trained each year on <u>non-computer</u> systems</p>
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<p>Number planned for 2001: 80</p>
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<p>Number achieved in 2001: 306</p>
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**Reason for result:** The newly-revised course for Chief Judges accounts for approximately half of the judges trained on non-computer systems this year. Response to this course was very positive. Participants cited the interaction with each other and with the presenters as one of the main strengths of the program. One said the focus on practical issues in the judges' every day work was very helpful.

<b>Unit of Measure 3:</b> Number of <u>staff</u> trained each year on <u>computer</u> systems	
Number planned for 2001: 80	Number achieved in 2001: 882

**Reason for result:** AOJS training for staff on computer systems continued to increase dramatically, due to both the introduction of the CMA system to the courts, and the increased number of Windows and Word course iterations conducted at the PCLL. NCJS offered courses at the PCLL to 400 participants from the North Cairo Court, South Cairo Court and Prosecution Department on Windows 98 and Word 97. Another 316 participants received CMA-related training.

<b>Unit of Measure 4:</b> Number of <u>staff</u> trained each year on <u>non-computer</u> systems	
Number planned for 2001: 20	Number achieved in 2001: 20

**Reason for result:** The focus of this year's training for court staff was on computer related systems, however two non-computer courses were offered, one focusing on Training Administration and the other focusing on Customer Service for Technical Support.

**Indicator: Increase in number of Judges' home PC's installed**

**Unit of Measure 1:** Increase in number of judges home PCs installed

**Number planned for 2001:** n/a

**Number achieved in 2001:** n/a

**Reason for result:** The project procured, configured and installed Arabic software on 80 Toshiba laptop computers in 1998. During the first quarter of 1999, 75 judges were selected to receive laptops. The remaining five were delivered to the JIC to be used as replacement stock in the event of laptop malfunction.

Consequently, the targets for this Indicator have been revised to reflect that the total cumulative targets were achieved in 1999, i.e., no targets are set for 2000 - 2001.

**Result Number C.1.2: Increased access to legal information in the two pilot court systems**

**Indicator: *Increased percentage of judges and court staff with access to the legal system***

**Methodology:** The judges' home PC activity aimed at providing training and various types of computerized legal research to selected judges panels in the pilot courts. In 1999, 75 judges were provided with laptop computers and trained on the "How to use the Internet," the Databank Co. commercial package, "Egypt's Legislation on the Internet," and a commercial CD-ROM encyclopedia package containing Egypt's Legislation and Court of Cassation rulings.

For the purpose of this indicator, the term "access to the legal system" is defined as "access to the legislations and rulings via computer." The targets set for this indicator were based on assumptions that the Judges Home PC activity would provide judges with access to computers on which they would be trained to conduct legal research.

<b>Unit of Measure 1:</b> Number of judges and court staff trained on legal research databases	
Number planned for 2001: 0	Number achieved in 2001: n/a

<b>Unit of Measure 2:</b> Number of judges and court staff provided access to legal research databases	
Number planned for 2001: 0	Number achieved in 2001: n/a

**Reason for result:** During Year 3, the project evaluated the use and effectiveness of the laptop PCs and the Internet legal research option. The project found that low usage was attributed to Judges' dissatisfaction with the on-line service due to difficulties associated with Internet access and an unwieldy legal research tool.

In an effort to provide the MOJ with alternatives for legal research, the project identified a CD-ROM based private sector product, "Egypt's Legislation," that includes all presidential and ministerial decrees, and laws dating from 1952 to the present. The vendor provides annual updates. The project purchased 75 CD-ROM packages for the judges on the experimental panels in Y2000. They were provided training by the vendor before having the CD-ROMs installed on their laptops.

In addition to the experimental panel judges The National Center for Judicial Studies was provided several sets of CD-ROM Legal Research Encyclopedias containing Egypt's Legislation and the Court of Cassation Rulings, for use as a training tool.

As a result of the positive reaction from the judges concerning the new technology, the Ministry of Justice has contracted to buy 5000 computers, which they will make available at cost to the judges. The Ministry has made Two thousand computers available so far, and three-quarters (1500) have already been purchased.

## Result Number C.2: Judges more knowledgeable of Egyptian Civil Law

**Indicator:** *Average percentage increase between pre- and post-course scores*

<b>Unit of Measure 1:</b> Annual average differences in pre- and post-tests	
<b>Number planned for 2001:</b> 15%	<b>Number achieved in 2001:</b> 18.5%

**Reason for result:** The Judicial Training Team used the pre- and post-test scores from the following courses as the annual average: three iterations of the New Chief Judges Orientation, and two iterations of the Positive Role of the Judge Program. The number achieved exceeded the target 15% increase in knowledge. As noted in previous years, the 15% target was designed as a stand-alone number from year to year for two main reasons. First, different groups of new and experienced judges attend the judicial education courses at NCJS, with each individual judge having different degrees of professional experience and knowledge of Egyptian civil law. Second, NCJS does not have control groups for any of its training programs. Next year, the training team plans to compile a cumulative number for the for the average difference in pre- and post-testing over the life of the project.

## Result Number C.2.1 Enhanced Educational Infrastructure at the National Center for Judicial Studies

**Indicator: Increase in number of educational mission-related administrative systems**

**Unit of Measure 1:** Number of standard forms added

Number planned for 2001: 7

Number achieved in 2001: 7

**Reason for result:** Several new forms were added to the PCLL; others were developed for the Training Concepts Workshop, the Basic Training of Trainers program and the New Chief Judges program. With the new forms added this year and the large number of standard forms developed last year for the PCLL manual, this completes the work envisioned under this indicator. Next year, the Training Team will focus on working with NCJS staff to institutionalize use of the current forms, and ensure that they are being utilized properly. This indicator will be eliminated next year.

**Unit of Measure 2:** Number of automated systems added

Number planned for 2001: n/a

Number achieved in 2001: n/a

**Reason for result:** This measurement was completed in 1998, with the implementation of the NCJS Office Automation System (LAN), and the Personal Computer Literacy Lab.

<b>Unit of Measure 3:</b> Number of policies/ procedures added to the NCJS	
<b>Number planned for 2001:</b> 3	<b>Number achieved in 2001:</b> 3

**Reason for result:** With the assistance of the Judicial Education team, the NCJS developed an annual training calendar for the PCLL with a schedule of courses offered. This new procedure will facilitate course planning and also make it easier for judges and others in the Ministry to enroll in courses as they will be aware of training events well in advance. The team also produced a Pre-/Post- Test Reference guide in conjunction with the New Chief Judges program that explains how such tests should be utilized. The guide was then used to develop the pre- and post-tests for a number of courses offered at the Center. A training needs survey instrument was also developed and utilized to obtain feedback from MOJ staff regarding their areas of interest for computer training courses.

<b>Unit of Measure 4:</b> Number of manuals developed	
<b>Number planned for 2001:</b> 1	<b>Number achieved in 2001:</b> 3

**Reason for result:** The Judicial Education team developed a Training Process Administration manual, a Trouble-shooting and Basic Maintenance reference manual for PCLL instructors and a manual for the New Chief Judges program. The Training Process Administration manual contains a detailed checklist concerning the logistics for course preparation to assist the course coordinators.

**Indicator: *Increase in number of trained faculty members***

<b>Unit of Measure 1:</b> Number of judges trained	
<b>Number planned for 2001:</b> 40	<b>Number achieved in 2001:</b> 42

*Note: Unit 2 was eliminated from the Project Plan, and the indicator for Case Management training is now included in the number of judge faculty.*

75

<b>Unit of Measure 3:</b> Number of new judge orientation faculty trained	
Number planned for 2001: 5	Number achieved in 2001: 25

**Reason for result:** NCJS faculty participated in a Masters Training of Trainers program for faculty, a course on Training Administration and a Regional Training of Trainers program. In addition to these programs, 25 new faculty members were given basic Training of Trainers instruction for the judicial orientation program. In total, 42 faculty members were trained, exceeding the target numbers in Units of Measure 1 & 3. Next year, training for New Judge Orientation faculty will be the sole responsibility of the NCJS and this indicator will be eliminated.

*Note: Unit 4 was eliminated from the Project Plan, since the concept of training senior judges to "mentor" new judges was abandoned.*

## Result number C.2.2: Enhanced curriculum at the National Center for Judicial Studies (NCJS)

**Indicator: *Increase in number of new courses implemented***

**Unit of Measure 1: Number of Civil Law courses**

**Number planned for 2001: 3**

**Number achieved in 2001: 3**

**List of courses:** Although these courses were offered by providers outside AOJS, the project seized the opportunity to collaborate with NCJS and the training provider to ensure that faculty members trained by the project were involved in the development these courses.

The four courses include: New Chief Judges program, Enhancing the Judicial System Workshop, Regional Positive Role of the Judge.

**Unit of Measure 2: Number of administrative management courses**

**Number planned for 2001: 4**

**Number achieved in 2001: 3**

**List of courses:** In conjunction with the DT2 project, AOJS implemented an off-the-shelf program entitled Concepts of Training Program Administration, focusing on basic strategies and approaches for planning and organizing training programs. In addition, two other programs, a Master Training of Trainers program, and a Pilot Basic Training of Trainers program, developed during the Master TOT program, were implemented.

**Unit of Measure 3: Number of staff courses**

**Number planned for 2001: 4**

**Number achieved in 2001: 3**

**Reason for result:** Two Pilot Basic Training of Trainers courses were developed for NCJS staff this year. In addition to these courses, the Judicial Education team arranged for several staff members to attend a three-week long study tour in the United States focusing on training center management.

<b>Unit of Measure 4:</b> Number of computer courses	
<b>Number planned for 2001:</b> 3	<b>Number achieved in 2001:</b> 3

**Reason for result:** Although a record number of staff and judges underwent computer training this year, most of the schedule was taken up with courses on the new CMA system leaving little room for other courses to be added to curriculum. The NCJS developed and implemented a PC Trouble-shooting course for NCJS PCLL instructors. The project also assisted NCJS in the development of new courses in Microsoft Word 97 and Windows 1998.

**Indicator:** *Increase in the number of evaluation instruments*

<b>Unit of Measure 1:</b> Number of course-related instruments	
<b>Number planned for 2001:</b> 5	<b>Number achieved in 2001:</b> 5

<b>Unit of Measure 2:</b> Number of faculty-related instruments	
<b>Number planned for 2001:</b> 2	<b>Number achieved in 2001:</b> 1

<b>Unit of Measure 3:</b> Number of participant-related instruments	
<b>Number planned for 2001:</b> 2	<b>Number achieved in 2001:</b> 4

<b>Unit of Measure 4: Number of overall program instruments</b>	
<b>Number planned for 2001: 4</b>	<b>Number achieved in 2001: 6</b>

**Reason for result:** Several new course-related evaluation instruments were developed for the New Chief Judges Program, the Basic TOT program and the Positive Role of the Judge program. The PCLL manual, completed in January of this year, contains a variety of models of evaluation instruments, which can be revised and tailored to meet the course needs.

**Recommendations Through Lessons Learned (2001):**

Last year's report made several recommendations from lessons learned which were incorporated into this year's report. AOJS staff developed additional targets that were added to the performance data table for the final project year. Staff worked closely with data collectors at North Cairo to improve data reliability and several questions not deemed necessary to the overall report were eliminated from the data collection forms in order to make the process smoother.

The project had hoped to utilize comprehensive case data from the CMA system in order to compare the information gathered from the case sample with reliable, comprehensive statistics. Unfortunately, not all the data entered in the CMA has been updated to reflect past events.

A list of recommendations for next year's report follows below:

1. Next year's results report should combine sampling data with CMA statistics at North Cairo Court and Ismailia as available.
2. The project should attempt to exercise tighter control over the data collection process.

Annex # 1

Judicial Education Training Breakdown

**Result No. C.1.1: Improved Administration of Two Court Systems**

**Indicator: Number of judges and staff trained on new systems**

<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of judges trained each year on computer systems	2001	296	5 CMA Data Entry/NCC 3 CMA M and R/NCC 2 PC Troubleshooting 147 Windows/BCS 105 Word 97 1 Lotus Notes/Dom 5 CMA Concepts/Role 28 Overview and Management and Reporting functions Training Program for Chief Judges
2. Number of judges trained each year on Non-Computer systems	2001	306	36 TOT 66 Enhancing the Judicial System (IDLI) 41 Positive Role 133 New Chief Judges 22 Chief Justices 5 Regional Judicial Reform (IDLI) 3 Concepts of Training Program Admin.
3. Number of Staff Trained Each Year On Computer Systems	2001	882	22 CMA Concepts/NCC 52 CMA Data Entry/NCC 169 CMA M and R/NCC 50 CMA Data Entry/ISC 50 CMA M and R/ISC 30 Abb. Windows/BCS 83 Lotus Notes/Domino 8 PC Troubleshooting 24 Windows NT 197 Windows 98 197 Word 97
4. Number of Staff Trained Each Year On Non-Computer Systems	2001	20	12 Training Administration 8 Customer Service for Tech Supp

<b>Result No. C.1.2: Increased Access to Legal Information in Two Pilot Court Systems</b>			
<b>Indicator: Increased percentage of judges and court staff with access to legal system</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of judges and court staff trained on legal research databases	2001	0	N/A

<b>Result No. C.2: Judges More Knowledgeable of Egyptian Civil Law</b>			
<b>Indicator: Average percentage increase between pre- and post-course scores</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
Annual average differences in pre- and post-test scores	2001	5 Programs (3 Iterations of the New Chief Judges Program and 2 Iterations of the Positive Role of the Judge Program)	18.5 %

<b>Result No. C.2.1 Enhanced Educational Infrastructure at NCJS</b>			
<b>Indicator: Increased number of educational mission-related administrative systems</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of standard forms added	2001	7	2 PCLL Forms 2 Training Concepts Forms 1 New Chief Judges Pre-/Post Test Results Table 2 Basic TOT Pre-/Post Test and automated final Evaluation
3. Number of policies/procedures added to the NCJS	2001	3 Procedures	1 New Chief Judges Pre-/Post Test Reference 1 New Chief Judge Pre-/Post Test Participant # Coding 1 PCLL
4. Number of manuals developed	2001	3	1 Training Process Administration Reference 1 Trouble-shooting and Basic Maintenance reference manual for PCLL instructors 1 New Chief Judges

<b>Indicator: Increased number of trained faculty members</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of judges trained	2001	17	11 TOT/Masters 3 Training Process Administration 3 Regional Basic TOT
3. Number of new judge orientation faculty trained	2001	25	25 NCJS Pilot Basic TOT (10 + 15)

<b>Result No. C.2.2 Enhanced Curriculum at NCJS</b>			
<b>Indicator: Increased number of new courses implemented</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of civil law courses	2001	4	2 IDLI 1 New Chief Judges 1 Regional Positive Role of the Judge
2. Number of admin. management courses	2001	3	1 Training Process Administration 1 TOT/Master 1 Pilot Basic TOT
3. Number of staff courses	2001	2	1 Pilot Basic TOT 1 Basic TOT
4. Number of computer courses	2001	3	1 PC Troubleshooting 2 PCLL courses (Windows 98 and Word 97)

<b>Indicator: Increased number of evaluation instruments</b>			
<b>Unit of Measure</b>	<b>Year</b>	<b># of Participants/ Programs/Documents/Forms</b>	<b>Reference</b>
1. Number of course-related instruments	2001	5	2 New Chief Judges 2 Positive Role of the Judge 1 Basic TOT
2. Number of faculty-related instruments	2001	1	1 New Chief Judges
3. Number of participant-related instruments	2001	4	2 Basic TOT 2 New Chief Judges
4. Number of overall program instruments	2001	6	2 New Chief Judges 2 Positive Role of the Judge 2 Basic TOT

Annex # 2

Lawyers' Survey Results

On a scale of 1 to 5: 1 = not acceptable, 5 = very good

Court Administration processes (clerks)	1997	1998	1999	2000	2001	Last change	Lawyers' Comments
Fees assessment	2.8	3.1	3.4	3.8	3.2	-0.6	
Fees review	2.8	3.0	3.3	3.9	3.0	-0.9	
Fees payment	2.1	3.0	2.7	3.0	2.7	-0.7	
Case microfilm	1.1	2.2	1.6	1.6	2.0	0.4	
Determining circuit and date	3.2	3.4	3.4	3.7	3.3	-0.4	
Schedule (indexing)	3.3	3.3	3.4	3.7	3.2	-0.5	
Acknowledge (service)	1.4	2.1	2	1.3	2.4	1.1	
Court copies	2.3	2.6	2.7	2.0	2.3	0.3	
Receiving orig. documents	2.8	2.8	2.7	2.1	2.5	0.4	
Collection unit (claims)	1.8	1.8	2.1	1.4	1.9	0.5	
<b>Admin. Avg. 1</b>	<b>2.4</b>	<b>2.7</b>	<b>2.8</b>	<b>2.7</b>	<b>2.7</b>	<b>0.0</b>	

Disposition process (judges)							
Respecting court start time	1.2	1.8	1.5	2.7	1.7	-1	
Session discipline and attendance	1.5	3.2	2.6	3.2	2.9	-0.3	
Time for parties response	1.8	2.0	2	2.0	1.8	-0.2	
Responsive to defence claims	2.4	2.8	2.4	3.0	2.1	-0.9	
Timely disposition	1.6	2.2	1.9	1.9	1.7	-0.2	
Postponement duration	2.3	2.5	2.7	3.2	2.3	-0.9	
Expediency to send to experts	3.0	2.9	2.3	3.1	2.3	-0.8	
Knowledge of law	3.5	3.1	2.8	3.5	2.8	-0.7	
Reviewing of case file	2.3	2.4	2.3	1.5	2.3	0.8	
Session minutes accuracy	2.5	2.7	2.7	1.7	2.3	0.6	
Time for experts reports	1.0	1.2	1.2	1.3	1.5	0.2	
<b>Disposition Avg. 2</b>	<b>2.1</b>	<b>2.4</b>	<b>2.2</b>	<b>2.4</b>	<b>2.2</b>	<b>-0.2</b>	

Improvement in two court buildings							
Ground floor filing location	N/A	4.1	4.9	4.7	4.9	.2	
Two court hearing shifts	N/A	2.3	3.4	3.1	1.9	-1.2	
<i>Court bldg. and customer service Avg. 3</i>		3.2	4.1	3.9	3.4	-.5	
<b>Combined Avg.</b>	<b>2.2</b>	<b>2.8</b>	<b>3.0</b>	<b>3.0</b>	<b>2.8</b>	<b>-0.2</b>	

Percentage of confidence in pilot court efficiency	45%	56%	61%	61%	56%	-5%	
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Court Administration processes (clerks)	1997	1998	+/-		1999	+/-		2000	+/-		2001	+/-		Cummulative	
Fees assessment	2.8	3.1	0.3	6.0%	3.4	0.3	6%	3.8	0.4	8%	3.2	-0.6	-12%	0.4	8.0%
Fees review	2.8	3	0.2	4.0%	3.3	0.3	6%	3.9	0.6	12%	3	-0.9	-18%	0.2	4.0%
Fees payment	2.1	3	0.9	18.0%	2.7	-0.3	-6%	3	0.3	6%	2.7	-0.3	-6%	0.6	12.0%
Case microfilm	1.1	2.2	1.1	22.0%	1.6	-0.6	-12%	1.6	0	0%	2	0.4	8%	0.9	18.0%
Determining circuit and date	3.2	3.4	0.2	4.0%	3.4	0	0%	3.7	0.3	6%	3.3	-0.4	-8%	0.1	2.0%
Schedule (index)	3.3	3.3	0	0.0%	3.4	0.1	2%	3.7	0.3	6%	3.2	-0.5	-10%	-0.1	-2.0%
Acknowledge (service)	1.4	2.1	0.7	14.0%	2	-0.1	-2%	1.3	-0.7	-14%	2.4	1.1	22%	1	20.0%
Court copies	2.3	2.6	0.3	6.0%	2.7	0.1	2%	2	-0.7	-14%	2.3	0.3	6%	0	0.0%
Receiving orig. docs	2.8	2.8	0	0.0%	2.9	0.1	2%	2.1	-0.8	-16%	2.5	0.4	8%	-0.3	-6.0%
Collection unit (claims)	1.8	1.8	0	0.0%	2.1	0.3	6%	1.4	-0.7	-14%	1.9	0.5	10%	0.1	2.0%
Admin Average	2.4	2.7	0.37	7.4%	2.8	0.02		2.7	-0.10		2.7	0		0.34	6.8%

Disposition process (judges)	1997	1998	+/-		1999	+/-		2000	+/-		2001	+/-		Cummulative	
Respecting court start time	1.2	1.8	0.6	12.0%	1.5	-0.3	-6%	2.7	1.2	24%	1.7	-1	-20%	0.5	10.0%
Session discipline & attendance	1.5	3.2	1.7	34.0%	2.6	-0.6	-12%	3.2	0.6	12%	2.9	-0.3	-6%	1.4	28.0%
Time for parties response	1.8	2	0.2	4.0%	2	0	0%	2	0	0%	1.8	-0.2	-4%	0	0.0%
Responsive to defense claims	2.4	2.8	0.4	8.0%	2.4	-0.4	-8%	3	0.6	12%	2.1	-0.9	-18%	-0.3	-6.0%
Timely disposition	1.6	2.2	0.6	12.0%	1.9	-0.3	-6%	1.9	0	0%	1.7	-0.2	-4%	0.1	2.0%
Postponement duration	2.3	2.5	0.2	4.0%	2.7	0.2	4%	3.2	0.5	10%	2.3	-0.9	-18%	0	0.0%
Expediency to send to experts	3	2.9	-0.1	-2.0%	2.3	-0.6	-12%	3.1	0.8	16%	2.3	-0.8	-16%	-0.7	-14.0%
Knowledge of law	3.5	3.1	-0.4	-8.0%	2.8	-0.3	-6%	3.5	0.7	14%	2.8	-0.7	-14%	-0.7	-14.0%
Reviewing of case file	2.3	2.4	0.1	2.0%	2.3	-0.1	-2%	1.5	-0.8	-16%	2.3	0.8	16%	0	0.0%
Session minutes accuracy	2.5	2.7	0.2	4.0%	2.7	0	0%	1.7	-1	-20%	2.3	0.6	12%	-0.2	-4.0%
Time for experts reports	1	1.2	0.2	4.0%	1.2	0	0%	1.3	0.1	2%	1.5	0.2	4%	0.5	10.0%
Disposition average	2.1	2.4	0.34	6.7%	2.2	-0.22	-4.4%	2.5	0.25	4.9%	2.2	-0.3	-6%	0.10	2.0%

Court Administration processes (clerks)	1997	1998			1999	+/-		2000	+/-		2001	+/-		Cummulative	
Ground floor filing location	n/a	4.1			4.95	0.85	17%	4.7	-0.25	-5%	4.9	0.2	4%	0.8	16.0%
Two court hearing shifts	n/a	2.3			3.4	1	22%	3.1	-0.3	-6%	1.9	-1.2	-24%	-0.4	-8.0%
Court Building and customer service average		3.2			4.2	0.98	19.5%	3.9	-0.28	-5.5%	3.4	-0.5		0.2	4.0%

Combined Average	2.2	2.8			3.0	0.26		3.0			2.8	-0.27	-0.06	0.21	4.3%
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Percentage of confidence in pilot court efficiency	45%	56%			61%			61%			56%				
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87

**ANNEX 2**  
**PROCUREMENT STATUS UPDATE**

## PROCUREMENT PLAN UPDATE

Item	Description	Local / Offshore	PO #	Status	Quantity Purchased		Planned Total Equipment Value (USD)	Actual Total Equipment Value (USD)
					Planned	Actual	Planned Price	Actual Price
<b>Computer Equipment</b>								
<b>Hardware</b>								
0001	Server - CMA	Offshore	15158	Delivered	1	1	\$20,000.00	\$ 14,000.55
0002	Server Rack / CMA	Offshore	15158	Delivered	1	1	\$5,000.00	\$1,371.27
0003	Uninterrupted Power Supply (UPS)	Offshore	15158	Delivered	1	1	\$2,000.00	\$1,575.41
0006	Workstation - PC (IBM)	Offshore	13678	Delivered	19	19	\$38,000.00	\$29,384.80
0007	POS Terminals (incl. upgrades)	Offshore	707	Delivered	5	5	\$20,000.00	\$6,698.97
0008	Personal Printers (HP1100)	Offshore	720	Delivered	4	1	\$1,600.00	\$552.00
	Network Printer (HP4100) & card adapters	Local	708	Delivered	0	1		\$1,378.87
	CD Writer	Offshore	15445	Delivered	0	1		\$210.00
	<b>Hardware Subtotal:</b>						<b>\$86,600.00</b>	<b>\$55,171.87</b>
<b>Software</b>								
0009	NT Server 4.0	Offshore	15158	Delivered	1	1	\$1,400.00	\$749.84
0010	NT Client 4.0	Local	15158	Delivered	16	5	\$4,800.00	included above
0011	MS Office 2000 (Arabic)	Offshore	716	Delivered	3	20	\$2,100.00	\$7,805.57
0012	MS Windows 98 (Arabic)	Local	707	Delivered	19		\$2,850.00	\$193.30
0013	Anti-virus software	Offshore	13748	Delivered	3	110	\$225.00	\$4,490.00
0014	Waseet Arabic Interface (CIRN)	Offshore	674,681,699,707	Delivered	7	7	\$1,750.00	\$514.54
0015	COBOL Runtime (CIRN)	Local	707	Delivered	5	2	\$7,500.00	\$773.20
	LOTUS Domino Server & Client	Local	709	Delivered	0	1		\$3,600.00
	Seagate Crystal Report Writer	Offshore		Delivered	0	1		\$1,316.00
	<b>Software Subtotal:</b>						<b>\$20,625.00</b>	<b>\$18,126.45</b>
	<b>TOTAL HARDWARE/SOFTWARE:</b>						<b>\$107,225.00</b>	<b>\$73,298.32</b>
<b>Office Equipment - Ismailia</b>								
0016	Fax machine	Local			1	0	\$1,205.88	\$0.00
0017	Air conditioners	Local			3	0	\$3,900.00	\$0.00
0018	Photocopy machine	Local			1	0	\$4,411.76	\$0.00
0019	Office furniture	Local			3	0	\$3,885.00	\$0.00
0020	Phone lines	Local			1	0	\$882.35	\$0.00
	<b>Ismailia Office Equipment Subtotal:</b>						<b>\$14,285.00</b>	<b>\$0.00</b>
<b>INSTALLATION</b>								
0021	LAN Installation - (@\$500/unit)	Local					\$38,000.00	\$ 33,954.71
<b>SUPPLIES</b>								
0022	Expendible supplies						\$10,000.00	\$4,290.69
	Service & Maintenance ( 5% of equipment)						\$0.00	\$8,762.00
<b>FREIGHT &amp; INSURANCE</b>								
0023	Shipping & Insurance @ 11% total cost						\$11,794.75	\$18,317.22
<b>PROFESSIONAL DEVELOPMENT</b>								
0024	CIRN Maintenance Agreement (postponed)	Local					\$10,000.00	\$0.00
0025	CMA Version 2.2 (Subcontract)	Local					\$25,000.00	\$ 21,363.61
0026	CMA Maintenance Support Agreement	Local					\$5,000.00	\$0.00
	CIRN Version 2.1 Modification							\$5,530.27
	<b>Subtotal Professional Services:</b>						<b>\$40,000.00</b>	<b>\$26,893.88</b>
<b>FT-800 Procurement</b>								
0027	Legal Research CD-ROMs	Local					\$ 10,000.00	\$36,747.00
	<b>TOTAL VALUE of EQUIPMENT - YEAR 5</b>						<b>\$231,304.75</b>	<b>\$193,501.82</b>

**ANNEX 3**  
**TRAINING REPORT**

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1996	1	Oct.										
		Nov.										
		Dec.										
	This Quarter											
	Previous Quarter											
Total Quarters							0	0	0	0		
1997	2	Jan.						0	0	0	0	
		Feb.						0	0	0	0	
		Mar.	<i>Constituency Building:</i> • Forum 1: AOJS Orientation for Judiciary in Upper Egypt	2	AOJS	03/16	03/16	25	8	1	33	
	This Quarter							25	8	1	33	
	Previous Quarter							0	0	0	0	
	Total Quarters							25	8	1	33	
	3	Apr.							0	0	0	0
		May	<i>Constituency Building:</i> • Forum 2: AOJS Orientation for Judiciary in Lower Egypt	2	AOJS	05/05	05/07	37	15	3	156	
		Jun.	<i>Constituency Building:</i> • Forum 3: AOJS Orientation for Judiciary in Cairo & Middle Egypt	2	AOJS	06/09	06/11	37	14	3	153	
			<i>Administrative Overview of Judicial Education:</i> • Fundamentals of Judicial Educational Philosophy & practices	3	AOJS	06/14	06/15	7	0	2	14	
	This Quarter							81	29	8	323	
Previous Quarter(s)							25	8	1	33		
Total Quarters							106	37	9	356		
		Jul.						0	0	0	0	

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1997	4	Aug.						0	0	0	0
		Sept.						0	0	0	0
	This Quarter							0	0	0	0
	Previous Quarter(s)							106	37	9	356
	<b>Total Year 1</b>							<b>106</b>	<b>37</b>	<b>9</b>	<b>356</b>
1997	1	Oct.									
		Nov.	<i>Management Training:</i> * Leadership Skills Development Workshop	3	AOJS	11/09	11/11	22	0	3	66
		Dec.	<i>Management Training:</i> * Time Management Workshop	3	AOJS	12/07	12/09	22	0	3	66
	This Quarter							44	0	6	132
	Previous Quarter(s)							0	0	0	0
	<b>Total Quarters</b>							<b>44</b>	<b>0</b>	<b>6</b>	<b>132</b>
	1998	2	Jan.								
Feb.			<i>Training of Trainers:</i> * TOT (NCJS Faculty Group 1)	3	AOJS	02/21	03/04	19	0	10	190
Mar.			<i>Civil Law Training:</i> * Commercial Cases Program (Alexandria)	4	AOJS	03/21	03/26	26	0	6	156
This Quarter							45	0	16	346	
Previous Quarter(s)							44	0	6	132	
<b>Total Quarters</b>							<b>89</b>	<b>0</b>	<b>22</b>	<b>478</b>	

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1998	3	Apr.	<i>Management Training:</i> * Group Dynamics Workshop	3	AOJS	04/12	04/14	22	0	3	66
		May	<i>Training of Trainers:</i> * TOT (NCJS Faculty Group 2)	3	AOJS	05/17	05/27	21	0	9	189
		Jun.	<i>Civil Law Training:</i> * Commercial Cases Program (Port Said)	4	AOJS	06/13	06/18	35	0	6	210
			<i>Management Training:</i> * Problem Identification & Solving Workshop	3	AOJS	06/15	06/17	22	0	3	66
1998	This Quarter							100	0	21	531
	Previous Quarter(s)							89	0	22	478
	Total Quarters							189	0	43	1,009
	4	Jul.	<i>Management Training:</i> * Decision Making Workshop	3	AOJS	07/19	07/21	22	0	3	66
		Aug.	<i>Court Administration Training:</i> * AOJS Orientation Seminar for NCC Admin. Supervisory level	5	AOJS	08/11	08/11	0	49	1	49
* AOJS Orientation Seminar for NCC Admin. Supervisory level			5	AOJS	08/12	08/12	0	54	1	54	
* Change Agent Skills Course for NCC Admin. Supervisory staff			5	AOJS	08/22	08/25	0	26	4	104	
* Change Agent Skills Course for NCC Admin. Supervisory staff	5		AOJS	08/29	09/01	0	29	4	116		

46

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1998	4	Sept.	<i>Computer Training:</i>								
			* Windows 95 level 1 for NCJS group A	3	AOJS	09/01	09/21	5	11	12	192
			* Windows 95 level 2 for NCJS group A	3	AOJS	09/22	10/11	5	14	10	190
			<i>Court Administration Training:</i>								
			* Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	09/05	09/08	0	29	4	116
			* Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	09/12	09/15	0	29	4	116
			<i>Training of Trainers:</i>								
			* TOT (NCJS Faculty Group 3)	3	AOJS	09/19	09/24	17	0	6	102
			<i>Civil Law Training:</i>								
			* Seminar on Implementation of the WTO Anti-Dumping & Subsidies Agreement-Cairo	4	AOJS	09/21	09/21	45	0	1	45
* Seminar on Implementation of the WTO Anti-Dumping & Subsidies Agreement-Alexandria	4	AOJS	09/23	09/23	25	0	1	25			
	This Quarter						119	241	51	1,175	
	Previous Quarter(s)						189	0	43	1,009	
	Total Quarters						308	241	94	2,184	
1998	"5"	Oct.	<i>Management Training:</i>								
			* Budgeting for Non-Budget Staff Workshop	3	AOJS	10/12	10/14	22	0	3	66
			<i>Computer Training:</i>								
			* Typing Skills for NCJS group A	3	AOJS	10/12	10/19	5	19	5	120
			* MS Word level 1 for NCJS group A	3	AOJS	10/20	11/04	5	14	10	190
<i>Civil Law Training:</i>											
* Commercial Cases Program-Ismailia	4	AOJS	10/31	11/05	27	0	6	162			

8

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1998	"5"	Nov.	<i>Computer Training:</i>									
			* Windows 95 for Pilot Courts Home PC Judges	6	AOJS	11/07	11/30	74	0	12	888	
			* Windows 95 for NCJS group B	3	AOJS	11/22	12/09	5	10	12	180	
		* Excel level 1 for NCJS group A	3	AOJS	11/24	12/09	5	12	10	170		
		<i>Management Training:</i>										
		* Techniques for Ministerial Operations Workshop	3	AOJS	11/08	11/10	23	0	3	69		
	Dec.	<i>Civil Law Training:</i>										
		* Intellectual Property Rights Conference (CI.DP/NCJS/AOJS)	4	AOJS	12/14	12/16	124	0	3	372		
		<i>Computer Training:</i>										
		* Typing Skills for NCJS group B	3	AOJS	12/13	12/20	5	20	5	125		
			* MS Word level 1 for NCJS group B	3	AOJS	12/21	01/05	5	12	10	170	
	This Quarter							300	87	79	2,512	
	Previous Quarter(s)							308	241	94	2,184	
	Total Year 2							608	328	173	4,696	
	Total Years 1 & 2							714	365	182	5052	
1999	1	Jan.	<i>Computer Training:</i>									
			<i>1. Pilot Court Home PC Judges Training:</i>									
			* Laptop PC set up & configuration groups A, B, D & G	6	AOJS	01/02	01/04	42	0	3	126	
			* The Internet & Legal Research, groups A, B, D & G	6	AOJS	01/09	01/11	42	0	3	126	
			* Laptop PC set up & configuration groups C, E & F	6	AOJS	01/05	01/07	31	0	3	93	
* The Internet & Legal Research, groups C, E & F	6	AOJS	01/12	01/14	31	0	3	93				

95

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	1	Jan.	<b>2. Computer Literacy Courses:</b>									
			* Excel level 1 for NCJS group B	4	AOJS	01/06	02/01	5	13	10	180	
			* MS Word 97 for Pilot Court Judges groups A, B, D & G	5	AOJS	01/23	02/13	31	0	10	310	
				* MS Word 97 for Pilot Court Judges groups C, E & F	5	AOJS	01/26	02/16	31	0	10	310
		Feb.	<b>Computer Training:</b>									
			<b>1. Computer Literacy Courses:</b>									
			* MS Word 97 level 2 for NCJS group A	4	AOJS	02/02	02/16	5	12	9	153	
			* Excel level 2 for NCJS group A	4	AOJS	02/17	03/15	5	15	14	280	
			<b>2. Computer Technical Support Training:</b>									
				* Windows NT Training	4	AOJS	02/07	02/09	0	6	3	18
				* PC Maintenance & Support	4	AOJS	02/14	02/18	0	6	5	30
		Mar.	<b>Computer Training:</b>									
			<b>1. Computer Literacy Courses:</b>									
			<b>A. NCC Typing Pool Computer Training:</b>									
			* Windows 95 for groups A, C & F	5	AOJS	03/06	04/05	0	30	12	360	
* Windows 95 for groups B, D & E	5		AOJS	03/09	03/25	0	28	9	252			
<b>B. NCJS Computer Training:</b>												
* MS Word 97 level 2 for NCJS group B	4		AOJS	03/16	03/31	5	16	10	210			
<b>Management Training:</b>												
<b>Implementing Change Program:</b>												
		* Court Customer Service group A	5	AOJS	03/06	03/08	0	25	3	75		
		* Court Customer Service group B	5	AOJS	03/09	03/11	0	26	3	78		
		* Court Customer Service group C	5	AOJS	03/13	03/15	0	25	3	75		
		* Court Customer Service group D	5	AOJS	03/17	03/19	0	25	3	75		
	This Quarter							228	227	116	2,844	

46

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
1999	Previous Quarter(s)							0	0	0	0		
	Total Quarters							228	227	116	2,844		
	2	Apr.	<i>Computer Training:</i>										
			<i>I - Computer Literacy Courses:</i>										
			<i>A - NCC Typing Pool Computer Training:</i>										
			* Typing Skills for groups B,D & E		5	AOJS	04 / 06	04/14	0	28	5	140	
			* Typing Skills for groups A,C & F		5	AOJS	04 / 10	04 / 19	0	28	4	112	
		<i>B - NCJS Computer Training :</i>											
		* MS Excel Level 2 for group B		4	AOJS	04 / 07	05 / 05	5	15	14	280		
		<i>Case Mgmt. Conference "The Positive Role of the Judges, etc..."</i>		5	AOJS	04 / 18	04 / 21	84	0	3.5	294		
		<i>Computer Training:</i>											
		<i>A - NCC Typing Pool Computer Training:</i>											
	May	* MS Word Level 1 for groups B,D&E		5	AOJS	04 / 15	05 / 06	0	30	10	300		
		* MS Word Level 1 for groups A,C & F		5	AOJS	04 / 24	05 / 17	0	30	10	300		
<i>B - NCJS Computer Training:</i>													
* Power Point for group A		4	AOJS	05 / 09	05 / 19	6	10	8	128				
Jun.	<i>Computer Training:</i>												
	<i>A - NCJS Computer Training:</i>												
	* MS Access Level 1 for group A		4	AOJS	05 / 23	06 / 09	5	13	12	216			
	* Internet for group A		4	AOJS	06 / 13	06 / 16	5	5	4	40			
* Power Point for group B		4	AOJS	06 / 20	06 / 30	4	9	8	104				

97

86

### AOJS IN-COUNTRY TRAINING STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1999	2	Jun.	<i>B - NCC Staff computer Training:</i>								
			* Excel & Applications	5	AOJS	05 / 25	06 / 16	0	8	16	128
			<i>C - Pilot Court Home PC Judges Training:</i>								
			* CD - ROM & Legal Research	6	AOJS	06 / 20	06 / 23	10	0	1	10
			<i>Management Training:</i>								
			* Implementing the Change" Developing NCC Supervisors Skills Workshop" Group A	5	AOJS	06 / 12	06 / 14	0	24	3	72
	* Developing NCC Supervisors Skills Workshop - Group B	5	AOJS	06 / 15	06 / 17	0	24	3	72		
	* Developing NCC Supervisors Skills Workshop - Group C	5	AOJS	06 / 19	06 / 21	0	27	3	81		
	* Developing NCC Supervisors Skills Workshop - Group D	5	AOJS	06 / 22	06 / 24	0	25	3	75		
	This Quarter								119	276	107.5
Previous Quarter(s)								228	227	116	2,844
Total Quarters								347	503	223.5	5,196
1999	3	Jul.	<i>New Judges Orientation Program</i>	4		07/03	08/04	145	0	24	3480
			<i>Computer Training</i>								
			<i>I. Computer Literacy Training</i>								
			<i>A. NCJS Computer Training:</i>								
			* MS Access Level I for Group B	4	AOJS	07/04	07/21	19	0	12	228
		<i>D. Access/ Excel &amp; Applications for NCC Staff</i>	5	AOJS	07/10	07/27	0	16	10	160	
<i>A. NCJS Computer Training:</i>											
* Internet for Group B	4	AOJS	07/25	07/28	12	0	4	48			
Aug.			<i>New Judges Orientation Program</i>	4		08/06	09/09	150	0	24	3600
			<i>Computer Training</i>								
			<i>I. Computer Literacy Courses</i>								
			<i>B. Ismailia Court Staff Computer Training:</i>								

98

66

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	3	Aug.	* Windows 98	5	AOJS	08/07	08/18	0	20	10	200	
			* MS Word 97	5	AOJS	08/21	08/31	0	20	10	200	
			C. Pilot Court Home PC Judges Training:									
			* CD-ROM & Legal Research for Ismailia Judges	6	AOJS	08/16	08/17	13	0	2	26	
			2. <i>Abbreviated Windows 95 - for NCC Staff</i>	5	AOJS	08/21	08/26	0	12	3	36	
			<i>Management Training:</i>									
1999	3	Sept.	Implementing Change Program		AOJS							
			* Follow-up, Monitoring & Evaluation and Report Writing Developing skills workshop for NCC Supervisors:									
			* Group A	5	AOJS	08/28	08/30	0	26	3	78	
			* Group B	5	AOJS	08/31	09/02	0	26	3	78	
1999	3	Sept.	<i>Implementing Change Program Continued:</i>									
			* Follow-up, Monitoring & Evaluation and Report Writing Developing skills workshop for NCC Supervisors:									
			* Group C	5	AOJS	09/04	09/06	0	26	3	78	
			* Group D	5	AOJS	09/07	09/09	0	26	3	78	
1999	3	Sept.	<i>Computer Training</i>									
			D - Computer Technical Support Training:									
			* Networking Essentials Course # 578	4 & 5	AOJS	09/05	09/09	0	8	4	32	
			* PC Trouble shooting & Superficial Maintenance Training for Ismailia Court+D354	5	AOJS	09/28	09/30	0	2	3	6	

001

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	3	Sept.	<i>1. Computer Literacy Courses</i>								0	
			D. Access/ Excel & Applications for NCC Staff	5	AOJS	09/11	09/25	0	8	10	80	
			<i>Advanced Training of Trainers "TOT"</i>	3	AOJS	09/12	09/22	18	0	8	144	
	This Quarter							357	190	136	8,552	
	Previous Quarter(s)							347	503	224	5,196	
Total Quarters							704	693	360	13,748		
1999	4	Oct.	<i>A- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</i>									
			* Hardware Capabilities Course	5	AOJS	09/29	09/30	0	18	2	36	
			* Administrators course for fees estimation functions	5	AOJS	10/03	10/05	0	11	3	33	
		* Cashiers general course	5	AOJS	10/10	10/14	0	18	1	18		
		<i>Computer Training</i>										
		<i>B- Windows NT Training</i>										
	* Course #803		5	AOJS	10/31	11/04	0	7	5	35		
	* Course #922		5	AOJS	11/14	11/22	0	7	7	49		
	<i>Training of Trainers</i>											
	A- Basic TOT		3	AOJS	10/30	11/10	21	1	10	220		
Nov.	<i>Civil Law Training</i>											
	* CLDP Anti-dumping		3	AOJS	11/08	11/11	18	0	4	72		
	<i>Implementing Change Program</i>											
	* Developing Leadership Skills for North Cairo Court Supervisors											
Group A		5	AOJS	11/20	11/22	0	25	3	75			
Group B		5	AOJS	11/23	11/25	0	25	3	75			

101

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	4	Nov.	Group C	5	AOJS	11/27	11/29	0	28	3	84	
		Dec.	<i>Implementing Change Program</i>									
			* Developing Leadership Skills for North Cairo Court Supervisors									
			Group D	5	AOJS	11/30	12/02	0	25	3	75	
			<i>Computer Training</i>									
	B- Windows NT certification exam			5	AOJS	12/02	12/02	0	7	1	7	
	<i>Training of Trainers</i>											
	B- Computer TOT			3	DT2	10/10	12/02	2	9	31	341	
	This Quarter								41	181	76	1,120
	Previous Quarter(s)								704	693	360	13,748
Total Year 3								745	874	436	14,868	
Previous Year 1 & 2								714	365	182	5,052	
Grand Total Year 1, 2 & 3								1,459	1,239	618	19,920	
2000	1	Jan.	<u>II- Civil Law and Related Training:</u>									
			"Positive Role of the Judge" seminar, Inspection Dept. - Group 1			4	AOJS	23/01	23/01	20	0	1
		"Positive Role of the Judge" seminar, Inspection Dept. - Group 2			4	AOJS	25/01	25/01	20	0	1	20
	Feb.	<u>I- Case Management Application (CMA) Training:</u>										
		Abbreviated Windows			4,5	DT2	26/02	01/03	1	12	5	65
Computer Maintenance and Administration Training (CMA System Support)												
Introducing the Notes Client			5	DT2	13/02	13/02	0	7	1	7		

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2000	1	Feb.	Working in Domino Database	5	DT2	17/02	17/02	0	7	1	7		
			Maintaining a Domino Server Infrastructure	5	DT2	20/02	23/02	0	7	4	28		
			Maintaining Domino Users	5	DT2	24/02	24/02	0	7	1	7		
			Computer trouble shooting	4,5	AOJS	27/02	02/03	0	4	5	20		
		<b><u>II- Civil Law and Related Training:</u></b>											
		New Judge Orientation Part 2 - Commercial	4	AOJS	05/02	10/02	67	0	6	402			
		New Judge Orientation Part 2 - Rent (Group 1)	4	AOJS	05/02	10/02	30	0	6	180			
		New Judge Orientation Part 2 - Rent (Group 2)	4	AOJS	05/02	10/02	30	0	6	180			
		Judicial Panel Management Developing Skills workshop	4	AOJS	01/02	03/02	30	0	3	90			
		<b><u>I- Case Management Application (CMA) Training:</u></b>											
		CMAIC training - Group 1	4	AOJS	04/03	27/03	2	11	15	195			
		CMAIC training - Group 2	4	AOJS	28/03	17/04	2	11	15	195			
		<b><u>Computer Maintenance and Administration Training (CMA System Support)</u></b>											
		Extending the Notes Client	5	DT2	01/03	01/03	0	7	1	7			
		<b><u>II- Civil Law and Related Training:</u></b>											
		New Judge Orientation Part 2 - Family (Group 1)	4	AOJS	04/03	09/03	46	0	6	276			
		New Judge Orientation Part 2 - Family (Group 2)	4	AOJS	11/03	16/03	47	0	6	282			
		CD-ROM Training (Egyptian Legislation CDs)	5	AOJS	07/03	27/03	64	0	1	64			
		<b><u>III- Computer Training:</u></b>											
		<b><u>Computer Literacy Training</u></b>											
		Excel Training in Ismailia - Level 1	4	DT2	25/03	03/04	4	22	9	234			
		This Quarter								363	95	93	2,279
		Previous Year 1, 2 & 3								1,459	1,239	618	19,920
Total Quarters								1,822	1,334	711	22,199		

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training			
						From	To	Judges	Non-Judges					
2000	2	Apr.	<b>I- Case Management Application (CMA) Training:</b>								0			
			<i>Computer Maintenance and Administration Training (CMA System Support) - 2nd iteration</i>									0		
			Introducing the Notes Client	5	DT2	24/04	24/04		4	1		4		
			Extending the Notes Client	5	DT2	26/04	26/04		4	1		4		
		Working in Domino Database	5	DT2	27/04	27/04		4	1		4			
		<b>II- Civil Law and Related Training:</b>										0		
		"Enhancing the Judicial System" - IDLI (Group 1)	4	AOJS	08/04	13/04	30			6		180		
		"Enhancing the Judicial System" - IDLI (Group 2)	4	AOJS	15/04	20/04	30			6		180		
		<b>III- Computer Training:</b>										0		
		<i>Computer Literacy Training</i>										0		
	Excel Training in Ismailia - Level 2	4	DT2	08/04	20/04	4	22		12		312			
	May			<b>I- Case Management Application (CMA) Training:</b>								0		
				Abbreviated Windows/Basic Computer Skills - Group 2	5	DT2	13/05	18/05	1	6	5		35	
				Abbreviated Windows/Basic Computer Skills - Group 3	5	DT2	20/05	25/05	1	6	5		35	
				Abbreviated Windows/Basic Computer Skills - Group 4	5	DT2	27/05	1/06		7	5		35	
				Administration Training Program	5	AOJS	10/05	11/05		13	2		26	
				CMAIC Update sessions	5	AOJS	31/05	31/05	2	21	1		23	
				<i>Computer Maintenance and Administration Training (CMA System Support) - 2nd iteration</i>										0
				Maintaining a Domino Server Infrastructure	5	DT2	02/05	07/05		4	4		16	
				Maintaining Domino Users	5	DT2	08/05	08/05		4	1		4	
<b>II- Civil Law and Related Training:</b>													0	
CID-ROM Training (Egyptian Legislation CDs)	4	AOJS	22/05	22/05	7			1		7				
CID-ROM Training (Egyptian Legislation CDs)	4	AOJS	24/05	24/05	9			1		9				

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2000			<u>III- Computer Training:</u>								0		
			<i>Computer Literacy Training</i>									0	
			Access training for Ismailia Court Staff	4	DT2	02/05	08/05		8	6		48	
			<u>IV- Implementing Change Program</u>									0	
			Court Customer Service for line staff - Group 1, Cairo	5	DT2	27/05	29/05		24	3		72	
			<u>V- Management Programs:</u>									0	
			<i>Executive Management Training for Follow-up, et al.</i>									0	
			Developing Strategic Planning Skills - Group 1	4	DT2	02/05	10/05	16		5		80	
			Developing Strategic Planning Skills - Group 2	4	DT2	06/05	14/05	14		5		70	
			Jun.	<u>I- Case Management Application (CMA) Training:</u>									0
			Abbreviated Windows/Basic Computer Skills - Group 5	5	DT2	13/06	20/06		7	5		35	
			Abbreviated Windows/Basic Computer Skills - Group 6	5	DT2	21/06	27/06		7	5		35	
			CMA concepts and Role of the Clerk	5	AOJS	04/06	04/06	2	18	1		20	
			CMA Data Entry Training (Testing Group) - Group 1	5	DT2	04/06	27/06		10	16		160	
			CMA Data Entry Training (Testing Group) - Group 2	5	DT2	04/06	27/06	2	8	16		160	
			CMA concepts and Role of the Clerk	5	AOJS	29/06	20/07		21	1		21	
			CMA Data Entry Training (Testing Group) - Group 3	5	DT2	29/06	20/07		10	16		160	
			CMA Data Entry Training (Testing Group) - Group 4	5	DT2	29/06	20/07		11	16		176	
			<u>IV- Implementing Change Program</u>									0	
			Court Customer Service for line staff - Group 2, Cairo	5	DT2	03/06	05/06		24	3		72	
Court Customer Service for line staff - Group 3, Cairo	5	DT2	06/06	08/06		25	3		75				
Court Customer Service for line staff - Group 4, Cairo	5	DT2	10/06	12/06		25	3		75				
Court Customer Service for line staff - Group 5, Ismailia	5	DT2	12/06	14/06		23	3		69				

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2000			<u>V- Management Programs:</u>								0	
			<i>Executive Management Training for Follow-up, et al.</i>									0
			Change Management Skills - Group 1	4	DT2	06/06	14/06	16		5	80	
			Change Management Skills - Group 2	4	DT2	03/06	11/06	14		5	70	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									0
			NCC Cashier Training - Group 1	5	AOJS	20/06	22/06		4	3	12	
			NCC Cashier Training - Group 2	5	AOJS	25/06	27/06		5	3	15	
			NCC Administration Training - Group 3	5	AOJS	28/06	29/06		5	2	10	
			This Quarter						148	330	177	2,389
			Previous Quarter(s)						1,822	1,334	711	22,199
Total Quarters						1,970	1,664	888	24,588			
2000	3	Jul.	<u>III- Computer Training:</u>								0	
			PC Trouble-shooting & Basic Maintenance Training - NCC	5	AOJS	29/07	02/08		5	5	25	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									0
			NCC Cashier Training - Group 4	5	AOJS	02/07	04/07		5	3	15	
			NCC Administration Training - Group 5	5	AOJS	05/07	06/07		5	2	10	
			NCC CIRN Trouble-shooting Course - Group 6	5	AOJS	20/07	20/07		3	1	3	
			<u>V- Management Programs:</u>									0
			<i>Executive Management Training for Follow-up, et al.</i>									0
Skills of Highly Effective Managers - Group 1	4	DT2	04/07	12/07	16		5	80				
Skills of Highly Effective Managers - Group 2	4	DT2	01/07	10/07	15		5	75				

105

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2000		Aug.	<u>I- Case Management Application (CMA) Training:</u>								0	
			Abbreviated Windows/Basic Computer Skills - Group 7	5	DT2	19/08	23/08		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 8	5	DT2	26/08	30/08		7	5	35	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									0
			ISC Cashier/Administration Training - Group 1	5	AOJS	27/08	28/08		3	2	6	
			ISC Cashier/Administration Training - Group 2	5	AOJS	29/08	30/08		3	2	6	
2000		Sept.	<u>I- Case Management Application (CMA) Training:</u>								0	
			Abbreviated Windows/Basic Computer Skills - Group 9	5	DT2	02/09	06/09		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 10	5	DT2	09/09	13/09		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 11	5	DT2	16/09	20/09		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 12	5	DT2	23/09	27/09		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 13	5	DT2	30/09	04/10		7	5	35	
			CMA concepts and Role of the Clerk - Group 5	5	AOJS	03/09	03/09		9	1	9	
			CMA Data Entry Training (Roll-out Group) - Group 5	5	DT2	03/09	24/09		9	16	144	
			CMA concepts and Role of the Clerk - Group 6	5	AOJS	03/09	03/09		7	1	7	
			CMA Data Entry Training (Roll-out Group) - Group 6	5	DT2	03/09	24/09		7	16	112	
			CMA concepts and Role of the Clerk - Group 7	5	AOJS	26/09	26/09		10	1	10	
			CMA Data Entry Training (Roll-out Group) - Group 7	5	DT2	26/09	17/10		10	16	160	
			CMA concepts and Role of the Clerk - Group 8	5	AOJS	26/09	26/09		10	1	10	
			CMA Data Entry Training (Roll-out Group) - Group 8	5	DT2	26/09	17/10		10	16	160	
			<u>Computer Maintenance and Administration Training (CMA System Support)</u>									
			Internetworking Microsoft Transmission Control and Protocol/Internet Protocol - NCC	5	DT2	24/09	28/09		0	6	5	30

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training			
						From	To	Judges	Non-Judges					
2000			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>								0			
			ISC CIRN Trouble-shooting Course	5	AOJS	13/09	13/09		2	1	2			
			<u>V- Management Programs:</u>											
			Leadership Skills - Group 1	4	DT2	05/09	13/09	16		5	80			
			Leadership Skills - Group 2	4	DT2	02/09	11/09	15		5	75			
			Transformational Leadership - Group 1	4	DT2	17/09	25/9	16		5	80			
			Transformational Leadership - Group 2	4	DT2	19/09	27/09	15		5	75			
			<b>This Quarter</b>							93	153	154	1419	
			<b>Previous Quarter(s)</b>							1,970	1,664	888	24,588	
			<b>Total Quarters</b>							2,063	1,817	1,042	26,007	
			4	Oct.	<u>I- Case Management Application (CMA) Training:</u>									
					Abbreviated Windows/Basic Computer Skills - Group 14	5	DT2	14/10	18/10		7	5	35	
		Abbreviated Windows/Basic Computer Skills - Group 15	5	DT2	21/10	25/10		7	5	35				
		Abbreviated Windows/Basic Computer Skills - Group 16	5	DT2	28/10	01/11		7	5	35				
		CMA Concepts and Role of the Clerk - Group 9	5	AOJS	22/10	12/11		9	1	9				
		CMA Data Entry Training (Roll-out Group) - Group 9	5	DT2	22/10	12/11		9	16	144				
		CMA Concepts and Role of the Clerk - Group 10	5	AOJS	22/10	12/11		7	1	7				
		CMA Data Entry Training (Roll-out Group) - Group 10	5	DT2	22/10	12/11		7	16	112				
		<b>Computer Maintenance and Administration Training (CMA System Support)</b>												
		Windows NT 4.0 Core Technologies and Administration (for NCC technical support staff)	5	DT2	26/10	20/11		2	5	10				
		<u>V- Management Programs:</u>												
		Time, Stress and Self Management Skills - Group 1	4	DT2	01/10	09/10	16		5	80				
		Time, Stress and Self Management Skills - Group 2	4	DT2	03/10	12/10	15		5	75				

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			<u>VII- Training of Trainers:</u>								
			TOT for On-The-Job Training (OJT)	5	AOJS	28/10	08/11		20	10	200
		Nov.	<u>I- Case Management Application (CMA) Training:</u>								
			Abbreviated Windows/Basic Computer Skills - Group 17	5	DT2	11/11	15/11		7	5	35
			Abbreviated Windows/Basic Computer Skills - Group 18	5	DT2	18/11	22/11		7	5	35
			Abbreviated Windows/Basic Computer Skills - Group 19	5	DT2	25/11	29/11		7	5	35
			CMA Concepts and Role of the Clerk - Group 11	5	AOJS	14/11	14/11		10	1	10
			CMA Data Entry Training (Roll-out Group) - Group 11	5	DT2	14/11	11/12		10	16	160
			CMA Concepts and Role of the Clerk - Group 12	5	AOJS	14/11	14/11		10	1	10
			CMA Data Entry Training (Roll-out Group) - Group 12	5	DT2	14/11	11/12		10	16	160
			Computer Maintenance and Administration Training (CMA System Support)	5	DT2	05/11	22/11		2		
			Windows NT 4.0 Core Technologies and Administration (for Ismailia Technical Support staff)	5	DT2	12/11	16/11		2	5	10
			Lotus Notes/Domino								
			Implementing a Domino Infrastructure	5	DT2	16/11	19/11		7	3	21
			Help Desk Support for R5	5	DT2	21/11	23/11		10	3	30
			Domino Designer	5	DT2	26/11	28/11		7	3	21
			Using Javascript in Domino Applications	5	DT2	29/11	30/11		5	2	10
			<u>VII- Training of Trainers:</u>								
			Advanced TOT	3	AOJS	04/11	15/11	19		10	190
			<u>VIII- NCJS Office Automation:</u>								
			Outlook training for NCJS Judicial staff	3	AOJS	07/11	07/11	2		1	2
			Outlook training for NCJS Judicial and admin staff	3	AOJS	13/11	13/11	4	4	1	8
		Dec.	<u>I- Case Management Application (CMA) Training:</u>								
			Abbreviated Windows/Basic Computer Skills - Group 20	5	DT2	09/12	13/12		7	5	35
			Abbreviated Windows/Basic Computer Skills - Group 21	5	DT2	16/12	20/12		4	5	20

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
			CMA Data Entry Training (Roll-out Group) - Group 13	5	AOJS	13/12	13/12		9	1	9		
			CMA Data Entry Training (Roll-out Group) - Group 13	5	DT2	13/12	31/12		9	9	81		
			CMA Data Entry Training (Roll-out Group) - Group 14	5	AOJS	13/12	13/12		9	1	9		
			CMA Data Entry Training (Roll-out Group) - Group 14	5	DT2	13/12	31/12		9	9	81		
			<u>V- Management Programs:</u>										
			Continuous Process Improvement - Group 1	4	DT2	02/12	11/12	16		5	80		
			Continuous Process Improvement - Group 2	4	DT2	05/12	13/12	15		5	75		
			This Quarter							87	220	191	1869
			Previous Quarter(s)							2,063	1,817	1,042	26,007
			Total Year 4							2150	2037	1232.5	27876
			Total Year 1, 2 & 3							1,459	1,239	618	19,920
Grand Total Year 1, 2, 3 & 4							3,609	3,276	1,850	47,796			
2001	1	Jan.	<u>I- Case Management Application (CMA) Training:</u>										
			CMA Data Entry Training (Roll-out Group) - Group 13 (continuation)	5	DT2	02/01	15/01		9	10	90		
			CMA Data Entry Training (Roll-out Group) - Group 14 (continuation)	5	DT2	02/01	15/01		9	10	90		
			CMA Concepts and Role of the Clerk - Group 15	5	AOJS	17/01	17/01		10	1	10		
			CMA Data Entry Training (Roll-out Group) - Group 15	5	DT2	17/01	7/02		10	16	160		
			CMA Concepts and Role of the Clerk - Group 16	5	AOJS	17/01	17/01	5	4	1	9		
			CMA Data Entry Training (Roll-out Group) - Group 16	5	DT2	17/01	07/02	5	4	16	144		
			<u>II-Civil Law and related training:</u>										
			Judicial Panel Management Developing Skills workshop	4	AOJS	13/01	17/01	40		5	200		

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
			<u>VII- Training of Trainers:</u>									
			TOT Masters training - NCJS	3	AOJS	13/01	29/01	11		10	110	
2001	1	Feb.	<u>I- Case Management Application (CMA) Training:</u>									
			CMA Concepts and Role of the Clerk - Group 17	5	AOJS	11/02	11/02	8		1	8	
			CMA Data Entry Training (Roll-out Group) - Group 17	5	DT2	11/02	01/03	8		16	128	
			Abbreviated Windows - for Ismailia Staff									
			Abbreviated Windows/Basic Computer Skills - Group 1	5	DT2	24/02	28/02	10		5	50	
			<u>II- Civil Law and Related Training:</u>									
			"Enhancing the Judicial System II" - IDLI (Group 1)	4	AOJS	03/02	08/02	30		5	150	
			"Enhancing the Judicial System II" - IDLI (Group 2)	4	AOJS	10/02	15/02	36		5	180	
2001	1	Mar.	<u>I- Case Management Application (CMA) Training:</u>									
			Computer Maintenance and Administration Training (CMA System Support)									
			Lotus Notes/Domino - Ismailia Court									
			Introducing the Notes Client	5	DT2	31/03	31/03	2		1	2	
			Abbreviated Windows - for Ismailia Staff									0
			Abbreviated Windows/Basic Computer Skills - Group 2	5	DT2	10/03	14/03	10		5	50	
			Abbreviated Windows/Basic Computer Skills - Group 3	5	DT2	17/03	21/03	10		5	50	
			<u>III- Computer Training:</u>									
			PC Trouble-shooting & Basic Maintenance Training - PCLL (Group 1)	5	AOJS	24/03	05/04	1	4	10	50	
			<u>VII- Training of Trainers:</u>									
			Pilot Basic TOT course	3	AOJS	24/03	04/04	10		8	80	
	This Quarter							138	98	130	1,561	
	Previous Year 1, 2, 3 & 4							3,609	3,276	1,850	47,796	
	Total Quarters							3,747	3,374	1,980	49,357	

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
2001	2	Apr.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Data Entry Training (Ismailia Court) - Group 1	5	DT2	29/04	17/05		10	16	160
			CMA Data Entry Training (Ismailia Court) - Group 2	5	DT2	29/04	17/05		10	16	160
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>								
			Extending the Notes Client	5	DT2	01/04	01/04		2	1	2
			Working with Domino Databases	5	DT2	02/04	02/04		2	1	2
			Monitoring a Domino Infrastructure	5	DT2	07/04	09/04		2	3	6
			Monitoring Domino Users	5	DT2	10/04	11/04		2	2	4
			<b><u>III- Computer Training:</u></b>								
PC Trouble-shooting & Basic Maintenance Training - PCLL (Group 2)	5	AOJS	07/04	19/04	1	4	10	50			
2001	2	May	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Data Entry Training (Ismailia Court) - Group 3	5	DT2	21/05	09/06		10	16	160
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>								
			Networking Essentials	5	DT2	26/05	28/05		6	3	18
Administering MS Windows NT 4.0	5	DT2	29/05	02/06		6	4	24			
2001	2	Jun.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Management and Reporting Training (NCC) - Group 1 (NCC Technical Support Staff)	5	DT2	24/06	02/07		12	8	96
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>								
			Supporting Microsoft Windows NT 4.0 Core Technologies (NCC technical support staff)	5	DT2	03/06	10/06		6	6	36
			Networking Essentials (Ismailia Technical Support staff)	5	DT2	12/06	14/06		2	3	6
Administering MS Windows NT 4.0 (Ismailia Technical Support staff)	5	DT2	16/06	19/06		2	4	8			

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001	2		Supporting Microsoft Windows NT 4.0 Core Technologies (Ismailia Technical Support staff)	5	DT2	20/06	26/06		2	6	12		
			CMA Technical Training for JIC staff	5	AOJS	20/06	15/07	1	11	12	144		
			<u>II- Civil Law and Related Training:</u>										
			Regional Judicial Reform Program - IDLI	4	NCJS	23/06	11/07	5		15	75		
			<u>III- Computer Training:</u>										
			MS Windows 98 course for NCC staff at PCLL - Group 1	3	NCJS	23/06	28/06		7	6	42		
			MS Windows 98 course for NCC staff at PCLL - Group 2	3	NCJS	23/06	28/06		7	6	42		
			MS Windows 98 course for SCC staff at PCLL - Group 1	3	NCJS	23/06	28/06		7	6	42		
			MS Windows 98 course for SCC staff at PCLL - Group 2	3	NCJS	23/06	28/06		7	6	42		
			MS Word course for NCC staff at PCLL - Group 1	3	NCJS	30/06	05/07		7	6	42		
			MS Word course for NCC staff at PCLL - Group 2	3	NCJS	30/06	05/07		7	6	42		
			MS Word course for SCC staff at PCLL - Group 1	3	NCJS	30/06	05/07		7	6	42		
			MS Word course for SCC staff at PCLL - Group 2	3	NCJS	30/06	05/07		7	6	42		
			<u>V- Management Programs:</u>										
			Concepts of Training Process Administration	3	AOJS	23/06	27/06	3	12	5	75		
<u>VII- Training of Trainers:</u>													
2 <sup>nd</sup> Pilot Basic TOT course for Masters graduates	3	AOJS	30/06	11/07	15		8	120					
	This Quarter						25	157	187	1,494			
	Previous Quarter(s)						138	98	130	1,561			
	Previous Year 1, 2, 3 & 4						3,609	3,276	1,850	47,796			
	Total Quarters						3,772	3,531	2,167	50,851			
2001	3	Jul.	<u>I- Case Management Application (CMA) Training:</u>										
			CMA Management and Reporting Training (NCC) - Group 2 (Supervisors)	5	DT2	09/07	15/07		10	6	60		

112

**AUJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001	3		CMA Management and Reporting Training (NCC) - Group 3 (Statistics)	5	DT2	16/07	19/07		9	4	36		
			CMA Management and Reporting Training (NCC) - Group 4 (Chief Justice's Office)	5	DT2	22/07	25/07		3	3	9		
			CMA Management and Reporting Training (NCC) - Group 5 (Follow-up Judges)	5	DT2	22/07	26/07	3		4	12		
			CMA Management and Reporting Training (NCC) - Group 6 (Information)	5	DT2	26/07	28/07		3	2	6		
			CMA Management and Reporting Training (NCC) - Group 7 (Indexers)	5	DT2	29/07	31/07		10	3	30		
			Computer Maintenance and Administration Training (CMA System Support)										
			Introducing the Notes Client	5	DT2	18/07	18/07		6	1	6		
			Working in Domino Database	5	DT2	19/07	19/07		6	1	6		
			Extending the Notes Client	5	DT2	21/07	21/07		6	1	6		
			Maintaining Domino Users	5	DT2	22/07	22/07		3	1	3		
			Help Desk Support for Notes	5	DT2	24/07	26/07		3	3	9		
			Maintaining Domino Server Infrastructure	5	DT2	28/07	31/07		3	4	12		
			<b>III- Computer Training:</b>										
			MS Windows 98 course	3	NCJS	30/06	05/07	14	14	6	168		
			MS Windows 98 course	3	NCJS	07/07	12/07	14	14	6	168		
			MS Word 97 (Basic)	3	NCJS	07/07	12/07		14	6	84		
			MS Windows 98 course	3	NCJS	14/07	19/07	14	14	6	168		
MS Word 97 (Basic)	3	NCJS	14/07	19/07	14	14	6	168					
MS Windows 98 course	3	NCJS	21/07	26/07	14	14	6	168					
MS Word 97 (Basic)	3	NCJS	21/07	26/07	14	14	6	168					
MS Windows 98 course	3	NCJS	28/07	02/08	21	14	6	210					
MS Word 97 (Basic)	3	NCJS	28/07	02/08	14	14	6	168					

113

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2001	3	Aug.	<b>I- Case Management Application (CMA) Training:</b>									
			CMA Management and Reporting Training (NCC) - Group 8 (Indexers)	5	DT2	01/08	04/08		10	3	30	
			CMA Management and Reporting Training (NCC) - Group 9 (Circuit Clerks)	5	DT2	05/08	09/08		16	5	80	
			CMA Management and Reporting Training (NCC) - Group 10 (Circuit Clerks)	5	DT2	11/08	15/08		16	5	80	
			CMA Management and Reporting Training (NCC) - Group 11 (Circuit Clerks)	5	DT2	16/08	15/08		16	5	80	
			CMA Management and Reporting Training (NCC) - Group 12 (Circuit Clerks)	5	DT2	22/08	27/08		16	5	80	
			CMA Management and Reporting Training (NCC) - Group 13 (Circuit Clerks)	5	DT2	28/08	02/09		12	5	60	
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>									
			Implementing a Domino Infrastructure	5	DT2	01/08	04/08		3	3	9	
			Deploying Domino Applications	5	DT2	05/08	06/08		6	2	12	
			Performance Tuning a Domino Infrastructure	5	DT2	07/08	08/08		6	2	12	
			<b>III- Computer Training:</b>									
			MS Windows 98 course	3	NCJS	04/08	09/08	21	14	6	210	
			MS Word 97 (Basic)	3	NCJS	04/08	09/08	14	14	6	168	
			MS Windows 98 course	3	NCJS	11/08	16/08	21		6	126	
MS Word 97 (Basic)	3	NCJS	11/08	16/08	21	14	6	210				
MS Windows 98 course	3	NCJS	18/08	23/08	21		6	126				
MS Word 97 (Basic)	3	NCJS	23/08	30/08	21		6	126				
2001	3	Sept.	<b>I- Case Management Application (CMA) Training:</b>									
			CMA Management and Reporting Training (NCC) - Group 14 (Circuit Clerks)	5	DT2	03/09	08/09		12	5	60	

114

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001	3		CMA Management and Reporting Training (NCC) - Group 15 (Circuit Clerks)	5	DT2	09/09	13/09		12	5	60		
			CMA Management and Reporting Training (ISC) - Group 1 (Supervisors and Technical Support)	5	DT2	16/09	23/09		7	7	49		
			CMA Management and Reporting Training (ISC) - Group 2 (Chief Justice's Office and Information Desk)	5	DT2	24/09	25/09		5	2	10		
			CMA Management and Reporting Training (ISC) - Group 3 (Indexers)	5	DT2	26/09	27/09		6	2	12		
			CMA Management and Reporting Training (ISC) - Group 4 (Circuit Clerks)	5	DT2	29/09	02/10		12	4	48		
			Computer Maintenance and Administration Training (CMA System Support)										
			Lotus Notes/Domino (JIC staff)										
			Domino Designer Fundamentals	5	DT2	03/09	05/09		3	3	9		
			Domino Application Architecture	5	DT2	09/09	10/09		7	2	14		
			Domino Application and Security and Workflow	5	DT2	11/09	12/09		7	2	14		
			Using Javascript in Domino Applications	5	DT2	13/09	16/09		3	2	6		
			Using Lotuscript in Domino Applications	5	DT2	17/09	19/09		7	3	21		
			<u>II- Civil Law and Related Training:</u>										
					Chief Justices' Workshop	4	AOJS	26/09	28/09	25		3	75
This Quarter							266	412	198	3,452			
Previous Quarter(s)							163	3,531	2,167	50,851			
Previous Year 1, 2, 3 & 4							3,609	3,276	1,850	47,796			
Total Quarters							4,038	7,219	4,215	102,099			
2001	4	Oct.	<u>I- Case Management Application (CMA) Training:</u>										
			CMA Data Entry - Phase 2 (Ismailin Court) - Gr 1	5	DT2	15/10	01/11		10	16	160		

115

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2001	4		CMA Data Entry - Phase 2 (Ismailia Court) - Gr 2	5	DT2	15/10	01/11		10	16	160	
			CMA Data Entry - Phase 2 (North Cairo Court)	5	DT2	15/10	01/11		12	16	192	
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 1	5	DT2	20/10	22/10	6		3	18	
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 2	5	DT2	23/10	25/10	6		3	18	
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 3	5	DT2	27/10	29/10	7		3	21	
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 4	5	DT2	30/10	1/11/01	5		3	15	
			Computer Maintenance and Administration Training (CMA System Support)									
			Planning your New Domino R5 Environment	5	DT2	24/10	24/10	1	4	1	5	
			<b><u>II- Civil Law and Related Training:</u></b>									
			Judicial Panel Management Developing Skills workshop - Gr 1	4	NCJS	13/10	17/10	47		5	235	
			Judicial Panel Management Developing Skills workshop - Gr 2	4	NCJS	20/10	24/10	46		5	230	
			<b><u>III- Computer Training:</u></b>									
			MS Windows 98 course	3	NCJS	13/10	18/10		35	6	210	
			MS Word 97 (Basic)	3	NCJS	20/10	25/10		35	6	210	
MS Windows 98 course	3	NCJS	27/10	1/11		7	6	42				
MS Windows 98 course	3	NCJS	16/10	25/10	7		6	42				
MS Word 97 (Basic)	3	NCJS	30/10	08/11	7		6	42				
2001	4	Nov.	<b><u>I- Case Management Application (CMA) Training:</u></b>									
			CMA Management and Reporting - Phase 2 (Ismailia Court) - Gr1	5	DT2	03/11	06/11		10	4	40	
			CMA Management and Reporting - Phase 2 (Ismailia Court) - Gr2	5	DT2	03/11	06/11		10	4	40	
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 5	5	DT2	03/11	05/11	4		3	12	

116

**AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT**

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001	4		CMA Management and Reporting - Phase 2 (North Cairo Court)	5	DT2	08/11	12/11		12	4	48		
			<u>II- Civil Law and Related Training:</u>										
			Regional Positive Role of the Judge Seminar - Gr 1	4	AOJS	11/11	11/11	20		1	20		
			Regional Positive Role of the Judge Seminar - Gr 2	4	AOJS	12/11	12/11	30		1	30		
			<u>III- Computer Training:</u>										
			MS Word 97 (Basic)	3	NCJS	03/11	08/11		7	6	42		
			MS Windows 98 course	3	NCJS	03/11	08/11		14	6	84		
			MS Word 97 (Basic)	3	NCJS	10/11	15/11		14	6	84		
			MS Windows 98 course	3	NCJS	03/11	08/11		7	6	42		
			MS Word 97 (Basic)	3	NCJS	10/11	15/11		7	6	42		
<u>V- Management Programs:</u>													
Customer Service for Technical Support Unit	4	AOJS	06/11	08/11		11	3	33					
2001	4	Dec.	<u>III- Computer Training:</u>										
			MS Windows 98 course	3	NCJS	22/12	27/12		22	6	132		
			MS Word 97 (Basic)	3	NCJS	29/12	03/01		22	6	132		
			This Quarter							186	249	163	2,381
Previous Quarter(s)							429	667	515	6,507			
Previous Year 1, 2, 3 & 4							3,609	3,276	1,850	47,796			
Total Quarters							4,224	4,192	2,528	56,684			

**ANNEX 4**  
**STAFF RESOURCES**

**STAFF RESOURCES – 2001**

#	Title	Name	Duties
1.	Chief of Party/Senior Judicial Advisor	Judge Joseph Bellipanni*	<p>Responsible for overall project management and technical operations with USAID and MOJ to achieve the purpose of the project and ensure that project tasks are completed.</p> <p>Oversee coordination between AOJS team members to ensure integration of various project components.</p>
2.	Judicial Education Expert	Mr. James Grabowski	<p>Responsible for managing all project activities related to judicial education, training of judges, and strengthening NCJS. Coordinate with other AOJS team members to ensure integration of various project components.</p>
3.	Court Administration Expert	Mr. Kelly Gavagan	<p>Responsible for directing and overseeing all aspects process re-engineering and court management improvement. Coordinate with other AOJS team members to ensure integration of various project components.</p>
4.	Court Automation Expert	Mr. Walter Kuencer	<p>Responsible for managing all technical inputs leading to project automation. This relates to automation and information management within pilot courts and development of access to national database. Coordinate with other AOJS team members to ensure integration of various project components.</p>
5.	Legal Expert	Ms. Shamsnour Abdel Aziz	<p>Responsible for providing management support to the Court Administration Expert and Judicial Education Expert in the Judicial training and court administration activities, and facilitating coordination between the two project components.</p>
6.	Training Coordination Expert	Mr. Samir Sultan	<p>Responsible for executing all training activities for project participants in coordination with the other team members. Identify training opportunities for short term training inside and outside Egypt. Ensure that in- Country Training and overseas training are in compliance with USAID rules and regulations.</p>

### STAFF RESOURCES – 2001

#	Title	Name	Duties
7.	Project Office Manager	Ms. Janie Abdul Aziz	Responsible for local project administration, including staffing, procurement, and subcontracts with local firms for equipment procurement and technical services. Managed initial project office set up.
8.	Policy and Implementation Assistant to COP	Mr. Amr Abdallah	Provide management support to the Chief of Party on matters of policy, liaison with the Government of Egypt, procurement, and reporting processes required to meet contract requirements. Works with Project office manager in the supervision of selected administrative functions.
9.	Senior Accountant	Ms. Ghada Osman A. Rahman	Responsible for all financial and accounting functions of the AOJS Project including the preparation of monthly financial reports, cash transfers, and all banking business.
10.	Book-Keeper/Assistant to Senior Accountant	Ms. Ghada El Batouty	Provides book-keeping and financial records support to Senior Accountant
11.	Senior Translator	Ms. Nadia Magdy	Responsible for providing professional English/Arabic translation of documents including all reports and correspondence.
12.	Translator	Ms. Rania Radwan	Responsible for providing professional English/Arabic translation of documents including all reports and correspondence.
13.	Senior Administrative Assistant	Ms. Mona Rashwan	Provide administrative and logistical support to contribute to smooth operation of the AOJS Project Office.

\* Replaced Prof. John Blackton in August -2001

**ANNEX 5**

**TECHNICAL ASSISTANCE ACTIVITIES**

**Technical Assistance Activities – Year # 5**  
**Administration of Justice Support Project**

No.	Name	Consultant Field	Dates	Achievements
1	Development Associates Incorporated (DAI)	Court Automation	February 12 – 26, 2001	Recommendation of Institutional Strengthening of Management Organization and Replication Capabilities of JIC.

**ANNEX 6**  
**PROJECT BIBLIOGRAPHY**

## Project Bibliography

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>I. Plans &amp; Quarterly Reports:</b>					
<b>I.I Annual Plans</b>					
<i>Year 1: From Oct. 96 To Sept. 97</i>					
1.1	First Draft of Annual Implementation Plan (Eng.)	AOJS	Oct. 96		
1.2	Second Draft of Annual Implementation Plan (Eng. & Arabic)	AOJS	Nov.96		
1.3	Annual Implementation Plan for Year I (Eng. & Arabic)	AOJS	Dec. 96	Extra 2 English copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plans/ Implementation Plan Arabic-Eng.</i>
<i>Year 2: From Oct. 97 To Dec. 98</i>					
1.4	First Draft of Annual Implementation Plan (Eng. & Arabic)	AOJS	Oct. 97		
1.5	Annual Implementation Plan for Year Two (Eng. & Arabic)	AOJS	Dec. 97	Extra Eng. & Arabic copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plan/ Implementation Plan Arabic-Eng.</i>
<i>Year 3: From Jan. 99 To Dec. 99</i>					
1.6	Annual Implementation Plan for Year 3 (Eng. & Arabic)	AOJS	Jan. 99		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plan/ Implementation Plan Arabic-Eng.</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<i>Year 4: From Jan. 2000 To Dec. 2000</i>					
1.7	Annual Implementation Plan for Year 4 (Eng.) :	AOJS	Jan. 2000	Executive Summary in Arabic/ Original in Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plan/ Implementation Plan Eng.</i>
<i>Year 5: From Jan. 2001 To Dec. 2001</i>					
1.8	Annual Implementation Plan for Year 5 (Eng.)	AOJS	Dec. 2000	Executive Summary in Arabic/ Original in Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plan/ Implementation Plan Eng.</i>
<i>Year 6: From Jan. 2002 To Dec. 2002</i>					
1.9	Annual Implementation Plan for Year 6 (Eng.)	AOJS	Dec. 2001		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt/Annual Plan/ Implementation Plan Eng.</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>I.II Quarterly Reports</b>					
2.1	Pre- Startup Performance Report covering the period: Mar. 1-Dec. 31, 96 (Eng./Arabic)	AOJS	Jan., 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Arabic/Qrt. Rpt startup Rpt. Mar- Dec. 96</i>
2.2	Performance Report covering the period: Jan.1-Mar. 31, 97 (Eng./Arabic)	AOJS	April 97	2 Eng. Copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Eng./Qrt. Rpt ended Mar. 97</i>
2.3	Performance Report covering the period: Apr.1-June 30, 97 (Eng. & Arabic)	AOJS	July 97	Eng. Copy in the Conference room	
2.4	Performance Report covering the period: July 1- Sept. 30, 97 (Eng. & Arabic)	AOJS	Oct. 97	2 Eng. Copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Arabic &amp; Eng./Qrt. Rpt ended Sept. 97</i>
2.5	Performance Report covering the period: Oct. 1-Dec. 31, 97 (Eng. & Arabic)	AOJS	Jan. 98	2 Eng. copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Arabic/Qrt. Rpt ended Dec. 97</i>
2.6	Annual Progress Report for Year One (Eng.) (Sept. 96- Sept. 97)	AOJS	Nov. 97	Eng. Copy in the Conference room	
2.7	Performance Report covering the period: Jan. 1-Mar. 31, 98 (Eng. & Arabic)	AOJS	May 98		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Eng./Qrt. Rpt &amp; Annex Trg. Update ended Mar. 98</i>
2.8	Performance Report covering the period: April 1-June 30, 98 (Eng.)	AOJS	Aug. 98	Eng. Copy in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Eng./Qrt. Rpt ended June. 98</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
2.9	Performance Report covering the period: July 1-September 30, 98 (Eng.)	AOJS	Nov. 98	Eng. Copy in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt ended Sept. 98</i>
2.10	Annual Progress Report for Year Two (Eng.) (October 97- December 98)	AOJS	Jan. 99		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt Rpt./Qrt. Reports/ Quarterly Reports-En. Annual Progress Rpt. Y2- Oct. 97-Dec.:</i>
2.11	Performance Report covering the period: Jan.1-March 31,99 (Eng.)	AOJS	March 99	13 Eng. Copy in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended Mar.31, 99</i>
2.12	Performance Report covering the period: Apr.1-June 30, 99 (Eng.)	AOJS	July 99		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended June 30,99</i>
2.13	Performance Report covering the period: July.1-Sept. 30, 99 (Eng.)	AOJS	Sept. 99	2 Eng. Copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended Sept.30,99</i>
2.14	Annual Progress Report for Year Three (Eng.) (Including the last quarter of 1999) (Jan. 99- Dec. 99)	AOJS	Jan. 2000	Executive Summary Report in Arabic/ 5 Eng. Copies in the Conf. Room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Annual Progress RptY3- Jan.-Dec.99</i>
2.15	Performance Report covering the period: Jan.1-Mar.31, 00 (Eng.)	AOJS	Mar.2000	6 Extra English copies in the conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended Mar.31, 00</i>
2.16	Performance Report covering the period: April 1-June 30, 00 (Eng.)	AOJS	June 2000	2 Parts-2 Extra English copies /Original in Conf. Room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended June 30, 00</i>
2.17	Performance Report covering the period: July 1-Sept.30, 00 (Eng.)	AOJS	Sept. 2000		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended Sept. 30, 00</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
2.18	Annual Progress Report for Year Four (Eng.) (Jan. 1- Dec. 31, 00)	AOJS	Dec. 2000	Original Executive Summary in the Conf. Room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-Eng. Annual progress Rpt. Y4- Jan.-Dec., 00</i>
2.19	Performance Report covering the period: Jan.1-Mar.31, 01 (Eng.)	AOJS	March 2001	4 Extra copies in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En. Qrt. Rpt. Ended Mar.31, 01</i>
2.20	Performance Report covering the period: April.1-June 30, 01 (Eng.)	AOJS	June 2001		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En Qrt. Rpt. Ended June 30, 01</i>
2.21	Performance Report covering the period: July 1- Sept. 30, 01 (Eng.)	AOJS	Oct. 2001		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./Qrt. Reports/ Quarterly Reports-En Qrt. Rpt. Ended Sept.01</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>I.III Other Plans</b>					
3.1	Strategic Plan (Mission of the Pilot Courts Project) (Eng. & Arabic)	Ernie Fresien	April 97	Arabic copy in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qtr. Rpt/Other Plans/ Pilot Courts Strategic Plan-Arabic</i>
3.2	NCJS Strategic Plan (Eng.)	TRG.	July 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qtr. Rpt/Other Plans/ NCJS Strategic Plan - Eng. (Draft &amp; Final)</i>
3.3	Draft-Life of Project Procurement Plan (Eng.)	AOJS	Sept. 97		
3.4	Life of Project-Procurement Plan (Eng.) (October 96- December 00)	AOJS	Nov. 97	Eng. copy in the Conference room/ From Year 2:Year 5 (the electronic version saved only, included in the Annual Plans)	<i>S: Reports &amp; Deliverables/Plans &amp; Qtr. Rpt/Other Plans/ Procurement Plan-Eng</i>
3.5	Typing Pool Re-Engineering Plan (Eng. & Arabic)	Court Admin.	July 98		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>I.IV. Monitoring &amp; Evaluation</b>					
4.1	R4 Data Collection Sheets for Year 1 (96/97) (Ismailia & NCC Court) for 1997	Court Admin. Task 5	Mar. 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R Monitoring &amp; Evaluation/Data collection Ismailia-NCC/ Project Year1 R-Data</i>
4.2	Report on Lawyers Survey of Perceptions toward Pilot Courts Operations (NCC) (Eng./Arabic)	Said El Deeb & Court Admin. Task 5	Jan. 98		
4.3	Evaluation Methods (Forms)	TRG. Task 3,4,5	Mar. 97		
4.4	Evaluation Results (Analyses, Scores & Reports)	TRG. Task 3,4,5	Mar. 97		
4.5	R4 Data Collection Sheets for Year 2 (Ismailia & NCC Court) for 1998	Court Admin. Task 5	June 98		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R Monitoring &amp; Evaluation/Data collection Ismailia-NCC/ Project Year2 R-Data-New/O</i>
4.6	End of Luxor & Alex. Forums Evaluation Result (Eng.)	TRG.	Mar. & May 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R Monitoring &amp; Evaluation/Luxor &amp; Alex Evaluations-Eng.</i>
4.7	Cairo Forum Proceeding & Evaluation Results (Arabic/Eng.)	TRG.	June 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R Monitoring &amp; Evaluation/Cairo Evaluation Eng.</i>
4.8	End of Commercial Code at Port Said Evaluation Results (Eng.)	TRG.	May 98		
4.9	TOT End of Course 1 Evaluation Results (Arabic)	TRG./INTEX	QTR Jan.-Mar.98	Task 3	
4.10	TOT End of Course 2 Evaluation Results (Arabic)	TRG./INTEX	QTR Apr-June 98	Task 3	
4.11	TOT End of Course 3 Evaluation Results (Arabic)	TRG./INTEX	QTR July-Sept. 98	Task 3	

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
4.12	Change Agent for the Middle Management at NCC (Arabic)	TRG./INTEX	Aug. -Sept. 98	Four Courses -Task 5	
4.13	Results Reporting for 1998 (Eng.)	Rebecca Woodcock	Jan.-Dec. 98	Eng. Copy in the Conference room	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R, Monitoring &amp; Evaluation/Results Reportin. for 1998-Eng.</i>
4.15	Final Mid Term Evaluation for AOJS (Eng.)	USAID John Mason, Richard Griscom, Georgy Olson	May 99	Final	
4.16	Follow-up, Monitoring & Evaluation and Reporting Skills Workshop for NCC Supervisors "Final Report and Evaluation"	TRG./INTEX	Sept.99	Task 5	
4.17	Advanced TOT Final Report and Evaluation for NCJS	TRG./INTEX	Sept.99	Task 3	
4.18	Training of Trainers Report (Arabic)	INTEX	April-June 98	Task 3	
4.19	Court Customer Service for Mid Supervisory Level Report (Arabic)	INTEX	March 99	Task 5	
4.20	Outcomes & Evaluation Report for the positive role of the Judges in preventing case delay Workshop (Arabic)	TRG.	May 99		
4.21	Evaluation of the Developing Supervisory Skills Workshop - (Arabic)	INTEX	June 99	Two copies	
4.22	Basic Training of Trainers Report (Arabic)	INTEX	Nov. 99	Task 3	
4.23	"Developing Supervisory Skills in NCJS Report" (Arabic)	INTEX	Dec. 99	2 Courses	

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
4.24	Results Reporting for Year 1999 (Eng.) January- December 1999	AOJS	Jan. 00		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R. Monitoring &amp; Evaluation/Results Reporting for 1999-Eng.</i>
4.25	R4 Data Collection Sheets for Year 3 (1998-1999) / (Ismailia Court / North Cairo Court)	Court Admin. Task 5	Dec. 99		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R. Monitoring &amp; Evaluation/Data collection Ismailia-NCC/ Project Year3 R4Data</i>
4.26a.	Computer TOT (Final Report)	DT2/MEAG	Oct.-Dec. 99		
4.26b.	In-house developed training material for NCJS PCLL computer training (Windows 95/MS Word 97)	AOJS/NCJS/JIC	Jan. 00		
4.27	Positive Role of Judges for Inspection Dpt. Counselors Evaluation Results	AOJS/NCJS	Jan. 00		
4.28	PC-Trouble Shooting & Basic Maintenance (Final Course Rpt.) in NCC	T&TT	Feb.-Mar. 00		
4.29	R4 Data Collection Sheets for Year 4 (1999-2000) / (Ismailia & North Cairo Courts)	Court Admin. Task 5	Dec. 00	2 Parts (with Signature cases & without Signature cases)	<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. Rpt./ Monitoring &amp; Evaluation/Data collection Ismailia-NCC Project Year4 R4Data &amp; SPO.</i>
4.30	Results Reporting for Year 2000 (Eng.)	AOJS/ Christine Prince	Jan.-Dec. 2000		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R. Monitoring &amp; Evaluation/Results Reporting for 00-Eng.</i>
4.31	Annual Lawyers Survey Forms 1997	Developed & Implemented by Court Admin.	Dec. 97		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R. Monitoring &amp; Evaluation/ Annual Lawyer Survey 97</i>
4.32	Annual Lawyers Survey Forms 1998	Developed & Implemented by Court Admin.	Dec. 98		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R. Monitoring &amp; Evaluation/ Annual Lawyer Survey 98+ Data Table</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
4.33	Annual Lawyers Survey Forms 1999	Developed & Implemented by Court Admin.	Nov. 99		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R; Monitoring &amp; Evaluation/ Annual Lawyeve Survey 99 + meeting notes</i>
4.34	Annual Lawyers Survey Forms 2000	Developed & Implemented by Court Admin.	Feb. 01		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R; Monitoring &amp; Evaluation/ Annual Lawyeve. Survey 00</i>
4.35	Annual Lawyers Survey Forms 2001	Developed & Implemented by Court Admin.	Nov. 01		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R; Monitoring &amp; Evaluation/ Lawyers Surve for 2001</i>
4.36	R4 Data Collection Sheets for Year 5 (2000-2001) (ISC & NCC)	Court Admin. Task 5	Dec. 01		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R; Monitoring &amp; Evaluation/ R4 Data collect sheet with &amp; without signature cases</i>
4.37	Results Reporting for Year 2001 (Eng.)	AOJS/ Christine Prince	Jan.-Dec. 2001		<i>S: Reports &amp; Deliverables/Plans &amp; Qrt. R; Monitoring &amp; Evaluation/ Results Reportin for 2001</i>

Serial No.	File Name	Submission Date	Comments	Electronic Copy
<b>II.1. SRE Deliverables:</b>				
1.1 Pilot Court(s)				
1.1.1	Ismailia Court for First Instance Information System Survey (Final Report) (Arabic & Eng.)	Aug. 97	Two parts/ Eng. translation for part 1 only/ Arabic copies for the two parts in the Conference room	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/Ismailia Survey Arabic &amp; Eng.</i>
1.1.2	North Cairo Court for First Instance Information System Survey (Final Report) (Arabic & Eng.) / Executive Summary Report (Eng.)	Nov. 97 Mar. 98	Four parts/ Arabic copies for parts 3 & 4/ Translated by AOJS	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/North Cairo Court Survey Eng.</i>
1.1.3	Analytical Review of the Expert Department (Arabic)	Jan. 98	Arabic copy in the Conference room- Draft	
1.1.4	Reengineering Proposal for the Decision Typing Pool at North Cairo Court (Arabic)	Jan. 98		
1.1.5	Survey Report for Ismailia Appellate Court (Arabic)	Feb. 98		
1.1.6	First Instance Pilot Courts Presentation (Arabic)	Mar. 98		
1.1.7	Typing Pool Network Trainer's Manual (Arabic/Eng.)	Sept. 98	Original Diskette	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/Typing Pool Network Trainer's Manual- Arabic</i>
1.1.8	Typing Pool Network User's Guide (Arabic/Eng.)	Sept. 98	Original Diskettes	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/Typing Pool Network User's Manual- Arabic</i>
1.1.9	Proposed Case Management System-User Perspective (Eng.)	Sept. 98		

134

Serial No.	File Name	Submission Date	Comments	Electronic Copy
1.1.10	Case Management Application-Functional Design Proposal (1 & 2) (Eng.)	Sept. 98	Original Diskettes/ 2 Eng. Copies for the two parts in the Conference room	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/CMA-Functional Design Proposal- Eng.</i>
1.1.11	Case Management System-Platform Definition Study (Eng.)	Nov. 98	Original Diskettes	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/SRE Deliverables/Pilot Courts/CMS-Platform Definition Study-Eng.</i>
1.1.12	Typing Pool LAN Installation Supervision & Testing (Eng.)	Jan. 99	Task 5	
1.2 NCJS				
1.2.1	Preliminary Survey of NCJS & Presentation (Arabic & Eng.)	May 97		
1.2.2	Curriculum Design Proposal for Computer Literacy Laboratory at NCJS (Eng.)	Sept. 97		
1.2.3	Course Material Development & Training of Trainers at NCJS (Eng.)	April 98		
1.2.4	Trainer Catalog for Computer Use	Aug. 98	Original Diskettes	<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/NCJS/ Trainer Catalog for computer use-Arabic (Zipped)</i>
1.2.5	User Catalog for Computer Use	Aug. 98	Original Diskette	<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/NCJS/ User Catalog for computer use-Arabic</i>
1.2.6	NCJS PCLL Trainer's Manual	Sept. 98		<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/NCJS/ PCLL Trainer's Manual-Arabic (Zipped)</i>
1.2.7	NCJS PCLL User's Manual	Sept. 98		<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/NCJS/ PCLL User's Manual-Arabic (Zipped)</i>
1.2.8	Office Automation Overall System-Acceptance Test Report (Eng.)	Nov. 98	Two Parts	

Serial No.	File Name	Submission Date	Comments	Electronic Copy
1.2.9	Personal Computer Literacy Lab Overall System (PCLL) - Acceptance Test Report (Eng.)	Nov. 98	Two Parts	
1.2.10	NCJS LAN Certification (Eng.)	Nov. 98		
1.3. JIC				
1.3.1	Fact Finding Survey & Performance Evaluation for the Typing Pool in the Court of Cassation for JIC (Arabic & Eng.)	Nov. 96		<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/JIC/Fact Finding Survey &amp; Performance Evaluation-Eng.</i>
1.3.2	A Survey of the Judicial Information Center (Arabic & Eng.)	Mar. 98	Four Copies in the Conference room	<i>S: Reports &amp; Deliverables/SRE Reports &amp; Deliverables/JIC/JIC Survey- Eng.</i>
1.4 Others				
1.4.1	AOJS Project Office Network User Guide (Eng.)	Aug. 97		<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/Others/AOJS Network layout- Eng.</i>

136

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
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## I.II. Technical Team Products:

### 1. Automation Department:

#### 1.1 Pilot Court(s)

1.1.1	Introductory Workshop-Planning, Acquiring & Implementing [Court Automation & Re-engineering] (Eng.)	Wally	Jan. 97		
1.1.2	Process Overview Workshop Report (Eng./Arabic)	Automation Department	Feb. 97	Draft	<i>S: Reports &amp; Deliverables/Court Automati Reports &amp; Deliverables/Pilot Courts/ Process Overview Workshop Rpt Arabic</i>
1.1.3	MOJ Comments on the Process Overview Workshop Report (Eng./Arabic)	MOJ	Mar. 97		<i>S: Reports &amp; Deliverables/Court Automati Reports &amp; Deliverables/Pilot Courts/ A Comments on Process Overview Workst Rpt Eng.</i>
1.1.4	List of Ismailia Court for First Instance Functions (Eng./Arabic)	AOJS	June 97	2 Eng. copies in the Conference room	<i>S: Reports &amp; Deliverables/Court Automati Reports &amp; Deliverables/Pilot Courts/ Ismailia Court Functions Arabic &amp; Eng.</i>
1.1.5	Alternative Analysis Report & Recommendation for CMA (Eng. & Arabic) Executive Summary (Arabic & Eng.)	Jim McMillion/ Automation	Sept. 98		<i>S: Reports &amp; Deliverables/Court Automati Reports &amp; Deliverables/Pilot Courts/ C Alternative Analysis &amp; Recommend Rpt- E &amp; Arabic</i>
1.1.6	Facilities Plan for CIRN (Eng./Arabic)	Bahgat & Mamdouh	June 99		
1.1.7	Facilities Plan for CMA Network (Eng./Arabic)	Bahgat & Mamdouh	June 99		
1.1.8	CIRN Systems Documentation Package (Complied Packages)	AOJS	Dec. 00	Manual procedures prepared by Court Administration	

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
1.1.9	Typing Pool Systems Documentation Package (Compiled Packages)	AOJS	Jan. 01	Manual procedures prepared by Court Administration	
1.1.10	CMA Development & Implementation Costs & Schedules for NCC & Ismailia Courts (Presentation) (Eng./Arabic)	Wally	May 01		
1.1.11	Assessment & Recommendations Report for Home Computers for Egyptian Judges (Eng.)	Wally/ John	Nov. 99		<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/Pilot Courts/ Home PC's for Judges Assessment &amp; Rec.</i>
1.1.12	Recommendations for NCC- Computer Systems Technical Support (Eng.)	Wally	July 00		<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/Pilot Courts/ NCC Computer Systems Technical Support Rec.</i>
1.1.13	Ismailia Court Technical Support Guide for CMA (Eng.)	Bahgat	July 01	Diagrams	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/Pilot Courts/ Technical Support Guide</i>

### 1.2 NCJS

1.2.1	Report of Office Automation at NCJS (English)	Youssef Shawky	October 99		
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### 1.3 JIC

1.3.1	JIC Assessment & Restructure Recommendations (Eng.)	Lawrence Webster	Sept. 98		<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/JIC/Larry Webster Rpt- Eng.</i>
1.3.2	JIC Assessment & Recommendation Report with RFP (Eng.) JIC Strategic Plan-Executive Summary (Arabic & Eng.)	Jim McMillion Court Automation	Sept. 98	Eng. Copy in the Conference room	<i>S: Reports &amp; Deliverables/Court Automation Reports &amp; Deliverables/JIC/JIC Strategic Plan Executive Summary-Arabic</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
1.3.3	JIC Assessment Report by DAI Team (Eng. & Arabic)	Russell Stout Jerry Wood Marek Trznadel	Mar.01		
1.4 Others					
1.4.1	CTCS-Pre Departure Orientation (Arabic/Eng.)	Court Automation Amideast Egypt	Sept. 97		<i>S: Reports &amp; Deliverables/Court Automat. Reports &amp; Deliverables/Others/CTC'S 1 Departure Orientation-Eng.</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>2. Court Administration Department:</b>					
<b>2.1 Pilot Court(s)</b>					
2.1.1	Automation & Streamlining of Procedures at Pilot Courts (Eng.) (Pilot Courts Assessment)	David Steelman	March 97		
2.1.2	Automation & Streamlining of Procedures [Recommended Administrative Reforms in Management & Case Processing at Pilot Courts] (Eng.)	David Steelman	May 97		<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Annex of Mngmnt &amp; Case Processing at Pilot Courts-Eng.</i>
2.1.2a	Automation & Streamlining of Procedures [Recommended Administrative Reforms in Court Facilities & Distribution of Court Circuits & Employees at NCC] (Eng.& Arabic)	Shamsnour/AOJS	Jan. 98		
2.1.3	Conceptual Design (Eng. & Arabic)	Admin. / Automation	March 98	Draft	
2.1.4	Conceptual Design Presentation –Final (Eng./Arabic)	Admin./ Automation	April 98	Two Parts	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Conceptual Design Presentation Arabic &amp; Eng.</i>
2.1.5	Reengineering Civil Caseflow Management in Egyptian Courts of First Instance (Arabic & Eng.)	David Steelman	May 98	Arabic copy in the Conference room	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Reengineer Ci Caseflow. Mngmnt in Egyptian Courts-Arabic &amp; Eng. &amp; Presentation</i>
2.1.6	Issues in Caseflow Management for Civil Cases before Egyptian Courts of First Instance (Eng. & Arabic)	David Steelman	May 98		<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Issues in Caseflow Mngmnt-Arabic &amp; Eng.</i>
2.1.7	An Overall Report on Making a Survey on the NCC Building Basement in its present condition (Eng. & Arabic)	Osama El Nahas	July 98	include designs/ Extra Arabic copy in the conference room	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Electricity Spec at Civil Engineer in NCC-Arabic</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
2.1.8	Initial Report for Performance Development of Servers Dept. (Eng.)	Mostafa Shawki & Co.	Aug. 98		
2.1.9	Experimental Civil Caseflow Management Improvement Plan for North Cairo & Ismailia Courts (Eng. & Arabic)	David Steelman/ Jeffrey Arnold/ Nial Raaen/ Gerald Kuban	Sept. 98	All Eng. Report in one folder and four folders for the translation	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Consultant Rpt Experimental Civil Caseflow-Eng./Arabic</i>
2.1.10	Typing Pool Reengineering Design (Arabic & Eng.)	Court Admin.	July 98	Final & Draft	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Typing Pool Design- Arabic &amp; Eng.</i>
2.1.11	Performance Development of Service Department Final Report at North Cairo Court (Arabic & Eng.)	Mostafa Shawki & Co.	Oct. 98	Arabic copy in the Conference room	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/M. Shawki stu for implementing Service Dpt. at NCC-E.</i>
2.1.12	Experts Department development project Final Report at NCC (Field study & problem diagnosis/ Proposed Solutions & Recommendations) (Arabic & Eng.)	Mostafa Shawki & Co.	Mar. 00	2 Arabic Parts 2 Eng. Parts + Floppy disks	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Courts/Final Rep.- Expert Department Development Project Eng./Arabic</i>
2.1.13	Court Civil Procedures (Arabic)	AOJS/NCC	Mar. 00	Floppy disk	<i>S: Reports &amp; Deliverables/Court Admin. Rpt &amp; Deliv. /Pilot Court Civil procedure Arabic.</i>
2.1.14	Expert Department Development Presentation & Recommendations (Arabic)	Mustafa Shawki & Co./ & Hassena & Abo Ali Office	April 00		
2.1.15	CIRN In House Training for NCC (Arabic)	NCC Staff	Aug. 00		
2.1.16	CMA Implementation Schedules (Arabic)	Court Admin.	Oct. 00		
2.1.17	CMA Administrative Follow-up Manual for North Cairo Court (Arabic)	Court Admin.	Jan. 01		
2.1.18	CMA User Manual for North Cairo Court (Arabic)	Court Admin.	May 01		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
2.1.19	CMA User Manual for Ismailia Court (Arabic)	Court Admin.	May 01		

142

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
<b>3. Judicial Education Department:</b>					
3.2 NCJS					
3.2.1	NCJS Proposed Mission Statement (Organization Chart & Job Description) (Eng./Arabic)	TRG.- Task 3	March 97		
3.2.2	Administrative Orientation to Judicial Education (Eng.)	TRG.- Task 4	June 97		
3.2.3	NCJS Seminar on "Mediation & Case Management" (Arabic/Eng.)	NCJS - Task 4	Oct. 97		
3.2.4	NCJS Audio Visual Aids Procured	TRG./IIQ Task 3	April 98	Include specifications & user Manuals	
3.2.5	Training Needs Assessment of Civil Law Judges in Egypt (Eng. & Arabic)	IDLI- Itay Task 3	May 98	Arabic copy in the Conference Room	<i>S: Reports &amp; Deliverables/Judicial Education Rpt &amp; Deliv. /Others/Needs Assessments-Arabic</i>
3.2.6	Revised Workflow process for the development of NCJS Education Programs (1999) (Recommendations, Workflow Diagrams and Forms) (Eng.)	Tony Fisser- Task 3	March 99		
3.2.7	Concepts of Training Process Administration Program	AOJS/GETRAC	June 01		
3.4 U.S. Travel					
3.4.1	MOJ Senior Officials Study Tour to U.S.A. (Eng./Arabic)	TRG./MOJ Task 4	Dec. 96		<i>S: Reports &amp; Deliverables/Judicial Education Rpt &amp; Deliv. /US Travel/US Delegation trip 96-Eng.</i>

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
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**3. Judicial Education Department:**

**3.2 NCJS**

3.2.1	NCJS Proposed Mission Statement (Organization Chart & Job Description) (Eng./Arabic)	TRG.- Task 3	March 97		
3.2.2	Administrative Orientation to Judicial Education (Eng.)	TRG.- Task 4	June 97		
3.2.3	NCJS Seminar on "Mediation & Case Management" (Arabic/Eng.)	NCJS - Task 4	Oct. 97		
3.2.4	NCJS Audio Visual Aids Procured	TRG./ HQ Task 3	April 98	Include specifications & user Manuals	
3.2.5	Training Needs Assessment of Civil Law Judges in Egypt (Eng. & Arabic)	IDLI- Italy Task 3	May 98	Arabic copy in the Conference Room	<i>S: Reports &amp; Deliverables/Judicial Education Rpt &amp; Deliv. /Others/Needs Assessments-Arabic</i>
3.2.6	Revised Workflow process for the development of NCJS Education Programs (1999) (Recommendations, Workflow Diagrams and Forms) (Eng.)	Tony Fisser- Task 3	March 99		
3.2.7	Concepts of Training Process Administration Program	AOJS/GETRAC	June 01		

**3.4 U.S. Travel**

3.4.1	MOJ Senior Officials Study Tour to U.S.A. (Eng./Arabic)	TRG./MOJ Task 4	Dec. 96		<i>S: Reports &amp; Deliverables/Judicial Education Rpt &amp; Deliv. /US Travel/US Delegation trip 96-Eng.</i>
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144

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.4.2	Post Travel Group "Results & Recommendations" Report "Preface to Report of Egyptian Judges on Constituency Building visit to the U.S (Eng./Arabic)	TRG./MOJ Task 4	Feb. 97		
3.4.3	Pre Departure Orientation "MOJ Judicial Education Study Tour to Italy and U.S.A" (Arabic/Eng.)	Amideast-Egypt Task 4	Aug. 97		
3.4.3.a	Pre-Departure Orientation Report "MOJ Judicial Education Study Tour to Italy & U.S.A" (Eng.)	TRG. & Amideast- Egypt Task 4	Aug. 97		
3.4.4	Egyptian Judicial Delegation Visit to San Francisco Report "Case Management in the American Legal System" (Arabic/Eng.)	MOJ- Task 4	June 97		
3.4.5	Training Center Management	Trg.	Feb. 01		
3.4.6	"7 <sup>th</sup> CTC & Court Admin. OST"	Trg.	Aug. 01		

### 3.5 Training Courses

3.5.1.	<b>Management Programs</b>				
3.5.1.1	Time Management for Senior Judges (Arabic)	GETRAC-Task 4	Dec. 97		
3.5.1.2	Managing People for Senior Judges (Arabic)	GETRAC-Task 4	Feb. 98		
3.5.1.3	Team Building for Senior Judges (Arabic)	GETRAC-Task 4	Mar. 98		
3.5.1.4	Group Dynamic for Senior Judges (Part I & II) (Arabic)	GETRAC-Task 4	April 98		

145

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.1.5	Problem Identification & Problem Solving for Senior Judges (Arabic)	GETRAC-Task 4	June 98		
3.5.1.6	Decision Making for Senior Judges (Arabic)	GETRAC-Task 4	July 98		
3.5.1.7	Strategic Planning (Arabic)	CDC-Task 4	May 00		
3.5.1.8	Management Change (Arabic)	CDC-Task 4	June 00		
3.5.1.9	Skills of Highly Effective Managers (Arabic)	CDC-Task 4	July 00		
3.5.1.10	Leadership Skills	AOJS/CDC Task 4	Sept. 00		
3.5.1.11	Transformational Leadership	AOJS/CDC Task 4	Sept. 00		
3.5.1.12	Time, Stress and Self Management Skills	AOJS/CDC Task 4	Oct. 00		
3.5.1.13	Continuous Process Improvement	AOJS/CDC Task 4	Dec. 00		
<b>3.5.2.</b>	<b>Training of Trainers Programs:</b>				
3.5.2.1	Training of Trainers for NCJS Faculty members (Arabic)	INTEX-Task 3	Feb.-Mar. 98		
3.5.2.2	Training of Judge's Trainers for NCJS Faculty members (Arabic)	INTEX-Task 3	Sept. 98		
3.5.2.3	Advanced Training of Trainers Workshop for NCJS Faculty members (Arabic)	INTEX/ AOJS/ MEAG-Task 3	Sept. 99, Nov. 00		
3.5.2.4	Computer Training of Trainers for NCJS/PCLL Judges and Staff (Participant Guide) (Arabic)	MEAG- Task 3	Oct. 99		
3.5.2.5	Computer Training of Trainers for NCJS/PCLL Judges and Staff (Trainer Guide) (Arabic)	MEAG- Task 3	Oct. 99		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.2.6	Training of Trainers for On-The-Job Training (TOT/OJT)	AOJS/MEAG	Oct. 00		
3.5.2.7	Training of Trainers Masters Training	AOJS/MEAG	Jan. 01		
3.5.2.8	Pilot Basic Training of Trainers	NCJS	Mar., June/July, 01		
<b>3.5.3.</b>	<b>Civil Law Programs:</b>				
3.5.3.1	Commercial Code Program for Judges (Alexandria) (Arabic)	TRG.-Task 4	March 98		
3.5.3.2	Commercial Cases Program for Judges (Port Said) (Arabic)	TRG.-Task 4	May 98		
3.5.3.3	Commercial Cases Program for Judges (Ismailia) (Arabic)	NCJS- Task 4	Nov. 98		
3.5.3.4	The Positive Role of the Judges in preventing case delay Workshop: An experience in change for Judges (Arabic)	AOJS-INTEX Task 4	April 99		
3.5.3.5	New Judge Orientation Program "Final Report" -Part I (Arabic & Eng.)	AOJS/NCJS Task 4	July-Aug 99		
3.5.3.5a	New Judge Orientation Program Part II- Final Report (Eng. & Arabic)	AOJS/NCJS Task 4	Feb. 00		
3.5.3.6	Commercial Law Development Program for Judges-NCJS (Eng)	TRG.- Task 4	Nov. 99		
3.5.3.7	Positive Role of the Judge for Inspection Department "Judges" "End of Course Evaluation Results"	AOJS/NCJS Task 4	Jan. 00		
3.5.3.8	Judicial Panel Management Developing Skills Workshop- Trainer Guide for Judges (Arabic)	AOJS/NCJS Task 4	Feb. 00, Jan., Oct. 01		
3.5.3.9	Enhancing the Judicial System for Judges (Arabic)	IDLI- Task 4	April 00, Feb. 01		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.3.10	Final Report of Enhancing the Judicial System (Eng./ Arabic)	IDLI- Task 4	April 00	2 Versions	
3.5.3.11	Regional Judicial Reform Program- IDLI	NCJS	June 01		
3.5.3.12	Chief Justices Workshop I	AOJS	Sept. 01		
3.5.3.13	Regional Positive Role of the Judge Seminar	AOJS	Nov. 01		
<b>3.5.4.</b>	<b>Implementing Change Programs:</b>				
3.5.4.1	Change Agent -Course #1 for NCC Staff (Arabic)	INTEX-Task 5	Aug. 98		
3.5.4.2	Change Agent -Course #2 for NCC Staff (Arabic)	INTEX-Task 5	Sept. 98		
3.5.4.3	Change Agent -Course #3 for NCC Staff (Arabic)	INTEX-Task 5	Sept. 98		
3.5.4.4	Change Agent-Course #4 for NCC Staff (Arabic)	INTEX-Task 5	Sept. 98		
3.5.4.5	Court Customer Service for NCC Staff	INTEX-Task 5	March 99 May/June 00		
3.5.4.6	Developing Supervisory Skills Workshop for NCC Staff (Arabic)	INTEX- Task 5	June 99		
3.5.4.7	Developing Supervisory Skills Workshop for NCC Staff (Arabic)	INTEX/Trg. Task 5	Sept. 99		
3.5.4.8	Developing Leadership Skills for NCC Supervisors (Arabic)	INTEX- Task 5	Nov. 99		
3.5.4.9	Court Customer Service/ Trainee Guide for NCC & ISC Staff (Arabic)	DT2/AETAC Task 5	May-June 00		
3.5.4.10	Court Customer Service/ Trainer Guide for NCC & ISC Staff (Arabic)	DT2/AETAC Task 5	May-June 00		

148

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.4.11	Court Customer Service "Evaluation Manual"	DT2/AETAC Task 5	May 00		
3.5.4.12	Customer Service for Technical Support Unit at NCC	AOJS	Nov. 01		
<b>3.5.5</b>	<b>Computer Training Programs:</b>				
3.5.5.1	Judges Computer Resources Manual for NCC and ISC Judges (Eng./Arabic)	AOJS-Task 5	Dec. 98	It contains a combination manuals from PC-Link, Soficom, and DBC Companies	
3.5.5.2	PC-Trouble Shooting & Basic Maintenance for NCC, ISC & PCLL Staff (Arabic)	T & TT Task 5	Feb.-Mar.-July 00 Mar.- April 01		
3.5.5.3	Excel – Levels 1 & 2 Training in Ismailia Court "End of Course Evaluation"	DT2/IBM Task 5	Mar. 00		
3.5.5.4	Access- Training in Ismailia Court "End of Course Evaluation"	DT2/IBM Task 5	May 00		
3.5.5.5	Outlook Training for NCJS Judicial & Administration Staff	AOJS	Nov. 00		
3.5.5.6	MS Win 98 for NCC, SCC, Prosecution Department	NCJS/ PCLL	June, July, Aug., Oct., Nov., Dec. 01		
3.5.5.7	MS Word 97 for NCC, SCC & Prosecution Department	NCJS/ PCLL	June, July, Aug., Oct., Nov., Dec. 01		
<b>3.5.6</b>	<b>CIRN Training Programs:</b>				
3.5.6.1	CIRN Refresher Training Manual & "Final Report" for NCC & ISC Judges and Staff	AOJS/Focus Task 5	June-July 00	Version 2- Two Parts	
3.5.6.2	CIRN Cashier Training Manual & "Final Report" for NCC & ISC Judges and Staff	AOJS/Focus Task 5	June, July, Aug., Sept. 00		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.6.3	CIRN Administration Training Manual & "Final Report" for NCC & ISC Judges and Staff	AOJS/Focus Task 5	June, July, Aug., Sept. 00		
3.5.6.4	CIRN Troubleshooting Training Manual & "Final Report" for NCC & ISC Judges and Staff	AOJS/Focus Task 5	June, July, Aug., Sept. 00		
3.5.7	<b>CMA Training Programs:</b>				
3.5.7.1	<i>CMAIC Training Programs:</i>				
3.5.7.1a	CMAIC Training Program-Final Report for NCC Judges & Staff (Eng./Arabic)	Intercom-Task 5	May 00		
3.5.7.1b	CMAIC Update Session- Final Report for NCC Judges & Staff (Eng.)	Intercom- Task 5	June00		
3.5.7.2	<i>Testing Group Training Programs for NCC Staff:</i>				
3.5.7.2a	Trainee Guide (Arabic & Eng.)	DT2/Intercom Task 5	May 00		
3.5.7.2 b	Trainers Guide (Eng./Arabic)	DT2/Intercom Task 5	May 00		
3.5.7.2 c	Evaluation Manual (Eng./Arabic)	DT2/Intercom Task 5	May 00		
3.5.7.2 d	Progress Report covering Training conducted to the CMA Pilot Training Group	DT2/Intercom Task 5	Aug.00		
3.5.7.3	<i>Roll-Out Data Entry Programs:</i>				
3.5.7.3 a	CMA Concepts & Role of the Clerk Presentation (Arabic)	AOJS Task 5	July 00		

150

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.7.3 b	CMA Data Entry Training (Roll-Out) for NCC & ISC	AOJS/ DT2	Sept., Oct., Nov., Dec. 00, Jan., Feb., April, May, Oct. 01		
3.5.7.4	<i>Management &amp; Reporting Training Programs:</i>				
3.5.7.4a	Management & Reporting Training for NCC & ISC (Technical Support Staff, Supervisors, Follow- Up Judges, Statistics, Information Indexers & Chief Justices Offices, Circuit Clerks,, Chief Judges)	DT2- Task 5	June, July, Aug., Sept., Oct., Nov. 01		
3.5.7.5	<i>CMA Training Programs for JIC:</i>				
3.5.7.5a	CMA Technical Training for JIC Staff	AOJS/ Intercom	June/ July 01		
3.5.7.5b	CMA System Support Training for JIC:  * Lotus Notes Domino * Domino Designer Fundamentals * Dominos Application Architecture * Domino Application & Security & Work flow * Using Java Script in Domino Application * Using Lotus Script in Domino Application * Planning your New Domino R5 Environment	<i>DT2/ IBM</i>	Sept. 01		

151

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.7.6	<i>CMA Computer Training Programs:</i>				
3.5.7.6a	CMA- Abbreviated Windows-for Training Supplement for NCC & ISC Staff (Arabic)	DT2/IBM Task 5	Feb./May / June/ Aug./ Sept./ Oct/ Nov./ Dec. 00 Feb./Mar./ Aug. 01		
3.5.7.6b	CMA System Support Training/Computer Maintenance & Administration for NCC & ISC Staff:  * Lotus Notes Domino * Introducing the Notes Client * Working in Domino Database * Maintaining a Domino Server Infrastructure * Maintaining a Domino Users * Extending the Notes Client * Networking Essentials * Administrating MS Windows NT 4.0 * Core Technologies * Help Desk Support for Notes * Implementing Domino Infrastructure * Deploying Domino Applications * Performance Tuning a Domino Infrastructure	DT2/IBM Task 5	Feb./Mar./ Apr./ May / June/ July/ Aug. 00		

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
3.5.7.6c	CMA Administration Training Program "Final Report" (Eng.)	Intercom Task 5	May 00		
3.5.7.7a	CMA Training/ User's Manual (Arabic)	Intercom Egypt Task 5	Mar. 00	CMA Package V.1/ two versions (Pre Final & Final)	
3.5.7.7b	CMA Training/ Trainer's Guide (Arabic & Eng.)	Intercom Egypt Task 5	Mar. 00	CMA Package V.1// two versions (Pre Final & Final)	
3.5.7.7c	CMA Training/ Trainee Guide (Arabic & English)	Intercom Egypt Task 5	Mar. 00	CMA Package V.1// two versions (Pre Final & Final)	
3.5.7.7d	CMA Training/ Evaluation Manual (Eng. & Arabic)	Intercom Egypt Task 5	Mar. 00	CMA Package V.1	
3.5.7.7e	CMA Training/ User's Manual (Arabic)	Intercom Egypt Task 5	May 00	CMA Package V.2.1	
3.5.7.7f	CMA Training/ User's Manual (Arabic)	Bahagi Task 5	April 01	Version 2.2	

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
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**II. Workshops & Forums:**

1	AOJS Project Orientation for Judiciary in Upper Egypt (Luxor) (Forum 1)	TRG.	March 97	Seminar 1 & 2	<i>S: Reports &amp; Deliverables/Work shops &amp; Forums/AOJS Orientation Forums/Luxor</i>
2	AOJS Project Orientation for Judiciary in Lower Egypt (Alexandria) (Forum 2)	TRG.	May 97		<i>S: Reports &amp; Deliverables/Workshops &amp; Forums/AOJS Orientation Forums/Alex</i>
3	AOJS Project Orientation for Judiciary in Greater Cairo, East Delta & West Sinai (Cairo) (Forum 3)	TRG.	June 97	Arabic copy in the conference room	<i>S: Reports &amp; Deliverables/Workshops &amp; Forums/AOJS Orientation Forums/Cairo</i>
4	AOJS Team Review Retreat	HQ	Nov. 97		
5	AOJS Project Orientation for Middle Management/ Supervisory level staff of the North Cairo Court (Arabic)	TRG.	Aug. 98	Six Copies in the Conference room	<i>S: Reports &amp; Deliverables/Workshops &amp; Forums/Workshop/NCC Orientation for Middle Management</i>

**7. Miscellaneous:**

1	Egyptian Legal & Judicial Sector " Report & Recommendations" (Eng.)	International Legal Consultant			
2	Legal Terminology Glossary (Arabic/Eng.) & (Eng./Arabic)	Nadia & Amr	Sept.97	2 Extra copies in the conference room	<i>S: Reports &amp; Deliverables/Miscellaneous/ Legal Terminology Glossary -Eng./&amp; Arabic</i>
2a	Legal Terminology Glossary (Arabic/Eng.) & (Eng./Arabic)	Nadia	July 00		
3	Internal Audit Report (Eng.)	Fredrick Lau	June 97	Draft	
4	USAID Democracy & Participation Division (User's Guide) (Eng.)	USAID-Cairo	Jan. 98	Extra Eng. Copy in the conference room	

154

Serial No.	File Name	Prepared by	Submission Date	Comments	Electronic Copy
5	Business Today Magazine		Feb. 98	Article about AOJS Project	
6	Legal Book for Marine Transport Law	Cnslr. K. Hamdi	1998		
7	Amideast Annual Report	Amideast	1996		
8	NCR-Education Catalog	NCR	Spring 97		
9	Introduction into MS Word	British Council	June 98		
10	Power Point 97 Training Course (Arabic & Eng.)	ARCE	July 98		
11	Ford Van Catalogs	Ford	1997	4 Manuals in the Conference room	
12	Training Materials ((Excel basic and advanced/Access) for North Cairo Court Clerks	Trade & Technology Transfer	April 99	4 Manuals	
13	Judges Productivity Standards		May 00		

153