



ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

ANNUAL PROGRESS REPORT

FOR THE PERIOD OCTOBER 1, 2006 TO SEPTEMBER 30, 2007



Submitted October 31, 2007

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ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

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Cover: The cover map shows the cities and governorates from which AOCJ expects to train prosecutors on human rights and the right to defense counsel in fiscal year 2008.

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

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LIST OF ACRONYMS

AOCJ	Administration of Criminal Justice Project
COP	Chief of Party
HSSP	High State Security Prosecution Office
IT	Information Technology
PIC	Prosecution Information Center
M&E	Monitoring and Evaluation
MSAD	Ministry of State for Administrative Development
PGO	Prosecutor General's Office
RFP	Request for Proposal
RFQ	Request for Quotation
UTP	Unshielded Twisted Pair (IT cable)

SECTION I – EXECUTIVE SUMMARY

A. Introduction

Chemonics International is pleased to present this Annual Progress Report for fiscal year 2007 for the Administration of Criminal Justice (AOCJ) project. This report covers the period October 1, 2006 through September 30, 2007.

During the reporting period AOCJ worked closely with the Prosecutor General's Office (PGO) in each of the project components described below.

- ❖ **Component 1:** Automate nine Public Prosecution offices located in Cairo, Qattameya, and Alexandria and establish the Prosecution Information Center (PIC) to serve as the IT center for all Public Prosecution offices nationwide. Automate case file information so that information can be quickly and easily shared within the Public Prosecution and also with defense counsel.
- ❖ **Component 2:** Strengthen the existing public defense system through technical assistance and training that will enhance coordination and increase access to timely and effective counsel for criminal defendants.
- ❖ **Component 3:** Develop a practical human rights curriculum for prosecutors and conduct direct training to increase prosecutors' knowledge and application of international human rights.

AOCJ realized a series of important achievements in 2007 due not only to the hard work of the project team, but also because the project consolidated strong working relationships with our counterparts, particularly Counselor Adel Zayed, First Deputy, Department of Judicial Inspections, and Counselor Mahmoud Youssef, Attorney General, Department of Judicial Inspections. These two counterparts are AOCJ's contacts for Components 2 and 3, and Component 1 respectively. The trust and confidence that has now been established between AOCJ and the PGO is allowing the project's technical teams to work more efficiently and productively towards project goals. We are confident this progress will continue in 2008 as AOCJ enters into one of the most intense phases of project activities. We expect the hiring of a system integrator in Component 1 and the implementation of extensive training activities in Components 2 and 3 in fiscal year 2008 will keep both the project team and our counterparts very busy.

B. Executive Summary of Major Achievements in Each Component

The substantial project achievements in fiscal year 2007 are summarized in **Table 1** below for each component. A more detailed presentation of these accomplishments is presented in Section III of this report.

Table 1
Summary of Major Achievements by Component

<p>Component 1 Automation</p>	<ul style="list-style-type: none"> ❖ Completion of an extensive IT assessment of 13 Public Prosecution locations as the foundation for development of Component 1 IT solutions and the system integrator RFP ❖ Development and agreement with the PGO regarding an IT network solution architecture ❖ Design, analysis, and agreement with the PGO on a phase 1 hardware and software list for the IT solution ❖ Drafting and submission of the USAID/IRM approval request for the proposed IT solution (subsequently approved by IRM) ❖ Phase 1 hardware equipment RFP developed, published in the U.S., and procurement successfully completed ❖ Development and acceptance by PGO of technical and infrastructure recommendations for the establishment of the PIC facility ❖ Refurbishing of the Prosecutor General’s conference room to serve as a training and meeting facility ❖ Planning and successful execution of the PIC IT workshop ❖ Installation of approximately 12.16 kilometers (or 7.5 miles) of network UTP cabling and 800 meters of fiber optic cables in the PIC and Qattameya Public Prosecution locations ❖ Installation of 776 data nodes in the PIC and Qattameya locations ❖ Drafting and publication of the system integrator RFP; bidders questions answered and evaluation guidelines and scoring documents prepared
<p>Component 2 Public Defense</p>	<ul style="list-style-type: none"> ❖ Assessment of the existing Public Defense system of Egypt completed and presented to the PGO ❖ Analysis and recommendations regarding Law 145 of 2006 concerning criminal defendants’ right to counsel completed ❖ Potential technical assistance and training programs to increase the effectiveness of counsel for potential use with Alexandria Bar Association developed ❖ Law 145 training for senior-level prosecutors nationwide planned and coordinated with the PGO and training materials drafted ❖ Intensive legal research and analysis initiated to develop practical solutions to most significant problems encountered in the existing defense system
<p>Component 3 Human Rights</p>	<ul style="list-style-type: none"> ❖ Human rights curriculum baseline assessment completed ❖ Fundamental principles for the human rights curriculum developed and approved by PGO as foundation for future parts of the curriculum ❖ Trainings materials for Part One of the human rights curriculum drafted, submitted to the PGO, and approved ❖ Part Two of the curriculum drafted and submitted to the PGO for approval ❖ 252 entry-level prosecutors trained in “Introduction to Human Rights” course delivered at the NCJS ❖ Comprehensive training plan and materials developed for senior-level prosecutors on “Human Rights in Criminal Justice”

SECTION II – STATUS OF PERSONNEL

The AOCJ project has a strong team of skilled professionals including a well-developed team of Egyptian experts. The project's heavy reliance on Egyptian expertise in all components has allowed for a closer collaboration with the counterpart and a more detailed understanding of the political sensitivities often involved in project implementation. AOCJ will continue to rely heavily on local expertise for project implementation.

During the reporting period there were several modifications to AOCJ personnel. First, in Component 1, the project agreed with USAID to extend the duration of David Selman's assignment from one year to three years due largely to the decision of the project to support development of the new PIC. Also in Component 1, AOCJ agreed with the PGO and USAID to hire two Egyptian IT experts to assist with the development of the PIC. They will eventually be posted at the PIC once that facility is finalized, after which they will be replaced by two new Egyptian IT experts who will be posted at the AOCJ office to assist with system integrator activities.

In Component 2, Mr. Jim Hodes, Public Defense Specialist, departed the project early for personal reasons. After discussions with the PGO and USAID, AOCJ agreed to replace Mr. Hodes with a local Egyptian legal specialist. After an extensive recruitment that involved several rejections of personnel by the PGO, AOCJ found an excellent candidate in Mr. Sherif El Diasty, who is now the Component 2 Legal Advisor.

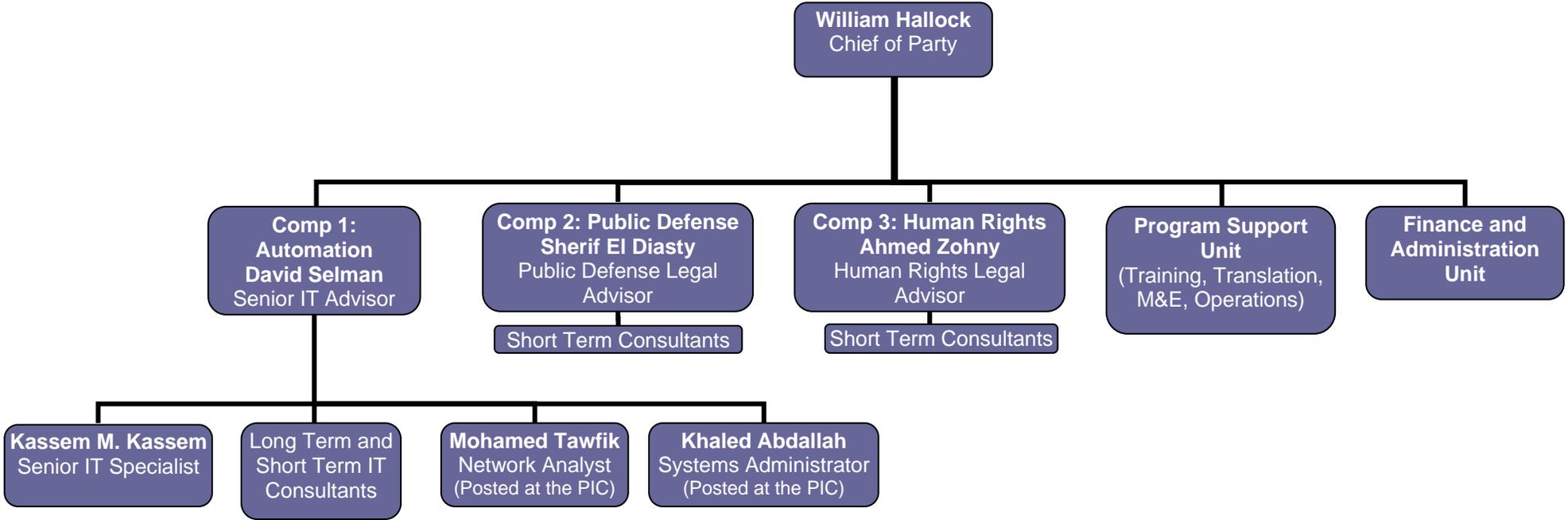
In Component 3 it was originally envisioned that a significant portion of the expert technical assistance would be provided by expatriate human rights experts. However, after discussions with the PGO, it became apparent that Component 3 would be better served if implemented with the assistance of an Egyptian expert. AOCJ carried out an extensive recruitment and finally received PGO approval to hire Mr. Ahmed Zohny to serve as our Human Rights Legal Advisor.

AOCJ Key Personnel

1. William Hallock, Chief of Party
2. David Selman, Information Technology Specialist
3. Sherif El Diasty, Public Defense Specialist
4. Kassem M. Kassem, Local IT Specialist
5. Ahmed Zohny, Human Rights Legal Advisor

AOCJ executed a contract modification during the reporting period and adjusted our key personnel with the concurrence of USAID (see text box). The current AOCJ staff organizational structure is presented in **Figure 1** below.

Figure 1: AOCJ Staff Organization Chart



SECTION III – STATUS OF PROJECT ACTIVITIES

A. Component 1: Automation of the Public Prosecution Office

A1. Component 1 Introduction

Booz Allen Hamilton is Chemonics' subcontractor for implementation of Component 1 activities. Under Component 1 of the project AOCJ will automate nine prosecution offices and develop software to automate case file management processes within the Public Prosecution. There were originally 13 prosecution offices initially assessed by the AOCJ IT

Target Public Prosecution Offices
1. Alexandria Appeals Prosecution Office
2. East Alexandria Attorney General's Office
3. Al Raml District Prosecution Office
4. Office of International Cooperation
5. Technical Office
6. Department of Judicial Inspection for Prosecution Offices
7. Combating Tax Evasion Prosecution Office
8. Financial and Commercial Affairs Prosecution Office
9. Supreme Public Monetary Prosecution Office

team. However, in light of AOCJ's agreement to support the establishment of the PIC, it was determined that targeting 13 offices would exceed acceptable budget limits. Nine offices were ultimately selected and agreed upon by the PGO, USAID, and AOCJ (see text box).

One of the ultimate goals of automation in Component 1 is to facilitate the sharing of important criminal case file information with defense counsel once case file information is automated. An IT network must be established within each targeted office to allow this to happen. All of the offices will ultimately be supported by the centralized PIC. During fiscal year 2007, AOCJ made substantial progress towards preparing this IT backbone and establishing the PIC. The project fully expects this preliminary work to bear fruit as the system integrator is hired and begins activities in early 2008. Details regarding the project's achievements in Component 1 are detailed below.

A2. Summary of Component 1 Activities and Accomplishments

IT technical assessment conducted and completed at 13 Public Prosecution locations.

The first step for AOCJ in Component 1 was undertaking a comprehensive IT assessment of the Public Prosecution. The AOCJ IT team prepared a detailed survey instrument to gather information about the physical facilities, the human resources, and the work flow within each targeted location. This work was completed in conjunction with JIC personnel, which was working hand-in-hand with AOCJ at the time. After completing the physical site assessments, AOCJ compiled results in both Arabic and English. At one point AOCJ had to re-conduct four site assessments in Alexandria because the JIC had important data from four prior assessments and was not providing it in a timely manner. AOCJ was able to complete all the assessments and deliver these to the PIC. The data gathered is still being used to help determine software, hardware, and training needs in Component 1.

PGO IT solution options designed and presented to PIC/PGO. One of AOCJ's early tasks was to design the overall IT solution for the PGO. This work began even while the IT assessments noted above were still in progress. The solution included conceptual network diagrams, proposed software, and a communications strategy. AOCJ developed a variety of options for the PGO, explaining the advantages and disadvantages of each (i.e. RISC servers vs. Microsoft servers; centralized vs. decentralized solution, etc). The project's IT team provided substantial assistance to the PGO and PIC to understand these options and the implications of each so that an informed decision could be made. The PGO engaged the Ministry of State for Administrative Development (MSAD) to provide additional objective technical expertise regarding the options.

Hardware specifications for the PIC IT solution completed. Once the decision to support the PIC was agreed on by all parties, AOCJ began developing the hardware and software specifications for the center. The costs of the PIC equipment and supporting software would determine, in part, how many Public Prosecution offices the project would be able to support within the solution. AOCJ completed this task and delivered the “Preliminary Hardware Specifications for the Prosecution Information Center” to Mahmoud Youssef on January 31, 2007. This report included AOCJ’s recommended hardware solution for establishment of the PIC.

Completion and delivery of IT Technical Assessment Report. Immediately after compiling results from site assessments, AOCJ started drafting the comprehensive IT Technical Assessment Report. On February 7, 2007, AOCJ delivered to the PIC/PGO the final version of the comprehensive report on all 13 original Public Prosecution locations. This report included a detailed list of recommended hardware and software, as well as AOCJ’s proposed network topology. The project received very positive feedback from the PIC on the quality and content of the report. MSAD sent very brief written questions and comments to AOCJ on the report in March. MSAD’s comments were fairly minor and raised no serious concerns about the overall IT solution design or architecture. AOCJ responded in writing to MSAD’s comments on March 19, 2007. A formal meeting with MSAD, PIC, and AOCJ was held on April 2, 2007. The PIC and MSAD expressed their preference for an Intel-MS solution (Oracle database and Microsoft operating system) and AOCJ agreed to support this solution.

Alternative IT solution developed, offered and accepted by PGO. Once AOCJ was able to cost out the proposed solution accepted by the PGO/PIC, it became apparent that the cost of automating 13 locations would exceed budget limits. While the PGO was not happy to hear this information, it was originally agreed by the PGO, USAID, and AOCJ that the project would support the establishment of the PIC only on the condition that the number of PGO locations would be cut if required for the project to stay within budget. The PGO eventually recognized this and agreed for AOCJ to develop alternative solutions that reduced the targeted locations.

Summary of Option Four IT Solution

The final IT solution reflects the priorities and preferences of the PGO. Option Four includes the PIC, three hub locations (i.e. High Court Building, Qattameya, and Alexandria), and the following Public Prosecution Offices:

1. Alexandria Appeals Prosecution Office
2. East Alexandria Attorney General’s Office
3. Al Raml District Prosecution Office
4. Office of International Cooperation
5. Technical Office
6. Department of Judicial Inspection for Prosecution Offices
7. Combating Tax Evasion Prosecution Office
8. Financial and Commercial Affairs Prosecution Office
9. Supreme Public Monetary Prosecution Office

The following prosecution offices were cut as a part of the final IT solution.

1. Office of Asset Seizures
2. General Prosecution Department
3. Supreme State Security Prosecution Office
4. Supreme Prosecution For Family Affairs

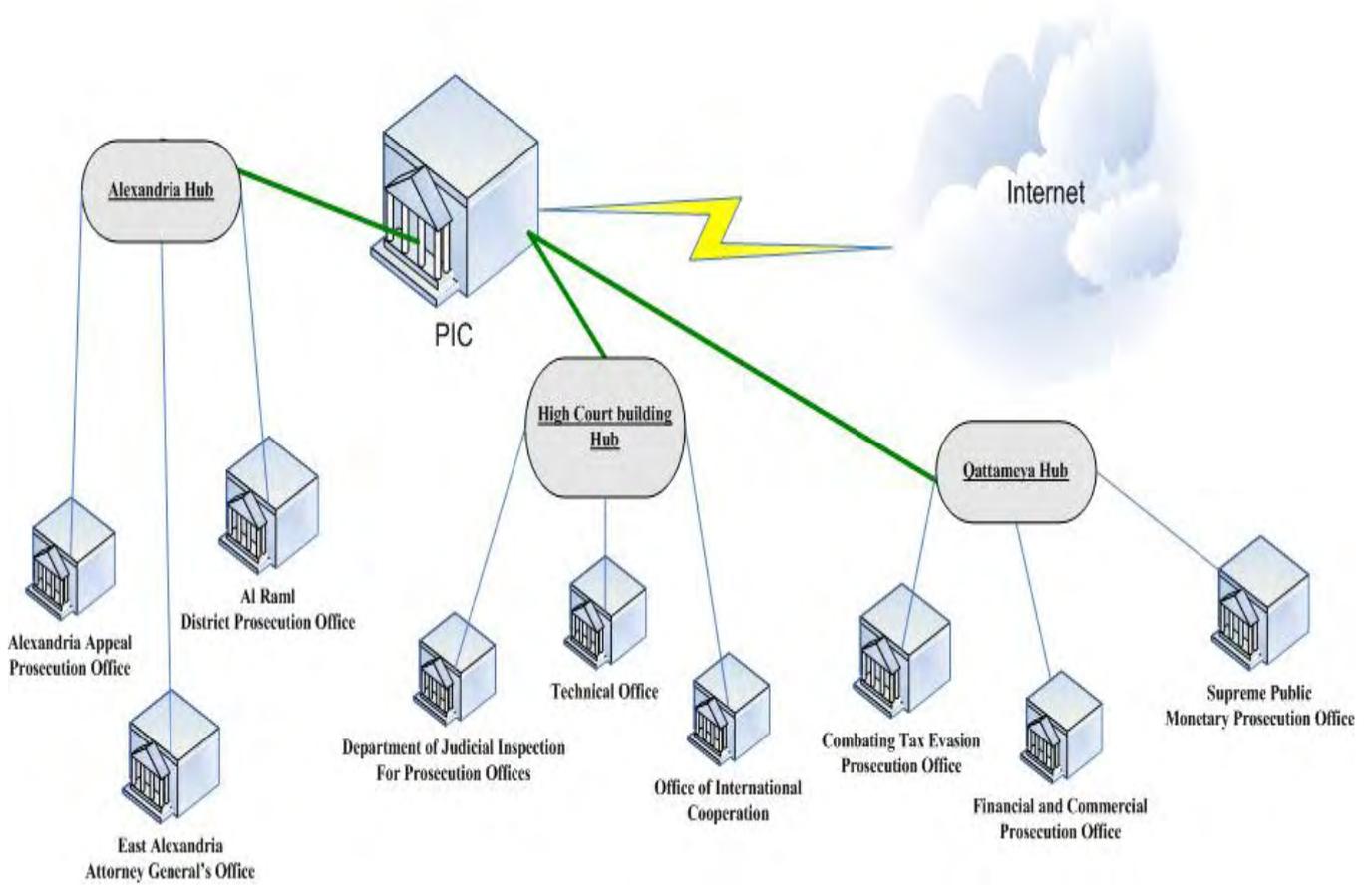
As a solution to budgetary limits, AOCJ developed and submitted to the PIC and PGO three technically viable options for cutting costs in a report entitled “Alternative Options for Automation of Public Prosecution Offices,” dated May 21, 2007. This report was also shared with MSAD, which was charged with providing a technical opinion. AOCJ staff met with Dr. Hatem at MSAD to discuss the technical options and Dr. Hatem favored “Option 3: Reduce Automation for Administrative Staff” as the best option.

However, the PGO expressed a different preference based on the importance of certain prosecution locations. Based on the priorities of the PGO, AOCJ conducted further analysis and prepared an additional “Option Four” IT solution.

The final solution would preserve the strength of regional IT hubs while reducing costs of the

proposed IT solution by cutting four less important locations (see text box above). The PGO, USAID, and AOCJ all agreed to proceed with this solution. **Figure 2** below presents a conceptual representation of the final PGO IT solution.

Figure 2: Conceptual Representation of the Public Prosecution IT Solution



IRM approval requested and received. Following the input of PIC and MSAD on proposed solutions, AOCJ prepared and submitted the IRM request for the IT solution architecture to USAID on April 18, 2007. The USAID Bureau for Management/Program Management Office/Business Enterprise Architecture (M/PMO/BEA) provided its approval on May 8, 2007, and requested clarification by AOCJ regarding a couple of technical points. AOCJ provided a formal response to the IRM recommendations on May 16, 2007.

Physical infrastructure recommendations for the PIC facility and ongoing technical assistance for establishment of PIC. After receiving confirmation from the PGO that the PIC would be the central hub for all Component 1 automation activities, AOCJ began working in earnest with the PIC to prepare the foundation for a world class IT center. The PGO designated space within the Qattameya justice complex to serve as the PIC and the AOCJ IT team conducted numerous site visits to determine what would be required to make this site suitable as an IT center.

AOCJ drafted detailed physical infrastructure recommendations for the PIC based on its site visits (see text box). The recommendations were presented to the PIC on November 8, 2006. In a meeting on December 7, 2006, Mr. Mahmoud Youssef informed the project team that the PGO had adopted all of the AOCJ's facility recommendations. The PGO also agreed to undertake all of the PIC's required physical infrastructure improvements at its own cost.

AOCJ's Recommendations for PIC Physical Infrastructure Improvements

1. Upgrade electrical and network capacity
2. Install robust AC system in equipment rooms
3. Install fire suppression system in equipment rooms
4. Install "drop ceiling" in equipment rooms
5. Install raised floors in equipment rooms
6. Implement a higher security profile
7. Install additional phone lines
8. Create access between the two large equipment rooms

Following acceptance of AOCJ's recommendations, the AOCJ IT team continued to coordinate closely with Mahmoud Youssef and managers and technicians from Arab Contractors, the PIC's contractor for site improvements, to ensure that the facility would be suitable to receive the designated IT equipment and sustain IT center operations. The AOCJ team's technical assistance activities included:

- Detailed analysis and technical discussions regarding international best practices for IT centers and specifications for improvements to the space
- Periodically reviewing the status of Arab Contractors' work for quality and to ensure no damage to equipment, cables, or data nodes installed by AOCJ
- Review and comment on electrical requirements for the IT equipment, minimum air conditioning requirements, height needs for the raised floor, and necessity of gas-based fire suppression equipment
- Analyzing and developing staffing requirements for the PIC
- Analyzing database options for the PIC
- Development and verification of preliminary PIC equipment list

Phase 1 of hardware and software RFP drafted, published, and awarded in the U.S. Following the PGO's approval of the final IT solution, AOCJ finalized the IT specifications for the PIC. Chemonics Procurement department drafted an RFP based on these specifications and published the RFP in the United States on June 15, 2007. Phase I procurement included all the PIC hardware and some standard system software, as well as a limited number of PCs and peripherals for senior level public prosecutors and office directors at each targeted location.

In collaboration with the Chemonics Procurement department, AOCJ received and evaluated three vendor proposals for Phase 1 hardware and software. Clarifications were requested from

each vendor. Chemonics received consent from USAID to subcontract on August 16, 2007 and a contract was awarded soon thereafter. The equipment has been obtained and is now in safe storage in Washington, D.C. The equipment will be shipped to Egypt once the PIC infrastructure improvements currently being done by the PGO are completed and the PIC is physically ready to have the IT solution installed. According to the PGO, the PIC facilities will be finished in late December 2007, although past delays suggest this may be an optimistic timeframe.

Supreme State Security Prosecution Office network cabling and wiring completed; communications switches installed. The High State Security Prosecution (HSSP) Office located in the Qattameya Complex, is one of the few Public Prosecution offices that had a functioning local area network (LAN) when AOCJ began its site assessments (HSSP was one of the original 13 locations targeted for automation and was therefore included within the assessment). However, their equipment was old and far from optimal. When the HSSP office moved to the Qattameya Complex, the PGO asked AOCJ to equip their new location so that it could support a LAN and continued IT operations. Upon USAID approval, AOCJ proceeded with the required work.

Work Completed at the High State Security Prosecution Office in the Qattameya Complex

- 248 data nodes installed
- All data nodes tested and performing at 100% capacity
- Network cabling and wiring completed on all five floors
- 7 communications switches successfully installed and tested as 100% functional
- Protective switch boxes installed increasing equipment security
- Multiple UPS devices installed guaranteeing ongoing operations in the event of power outage

AOCJ finalized the network cabling and installation of data nodes and switches in January 2007. AOCJ conducted thorough testing of all systems hand-in-hand with designated PGO technical representatives. Testing and minor adjustments resulted in 100% functionality for all equipment and data nodes (see text box).

Network cabling and wiring completed at PIC and all Qattameya locations. Given the success of the HSSP network cabling and wiring work, AOCJ agreed with the PIC and USAID to take advantage of a window of opportunity to conduct additional network cabling and wiring activities while awaiting hiring of the system integrator. AOCJ and the PIC agreed to undertake network preparation activities in the four Qattameya locations listed below.

1. Combating Tax Evasion Prosecution Office (28 rooms)
2. Financial and Commercial Affairs Prosecution Office (28 rooms)
3. Supreme Public Monetary Prosecution Office (47 rooms)
4. Prosecution Information Center (PIC) and Qattameya hub (6 rooms)

AOCJ conducted a competitive request for quotations and secured the services of a local IT subcontractor to conduct the network cabling and wiring work. All of the cited locations were successfully completed and tested 100% functional by an independent certification company. The amount of time and effort required to successfully complete office networks is extensive and involves numerous steps for each office (see text box below).

Room at PIC with installed data nodes and ducts for network cable.



Data nodes with cable duct.

Communications rack installed at PIC with fiber optic cable attached.



Fiber optic cable.

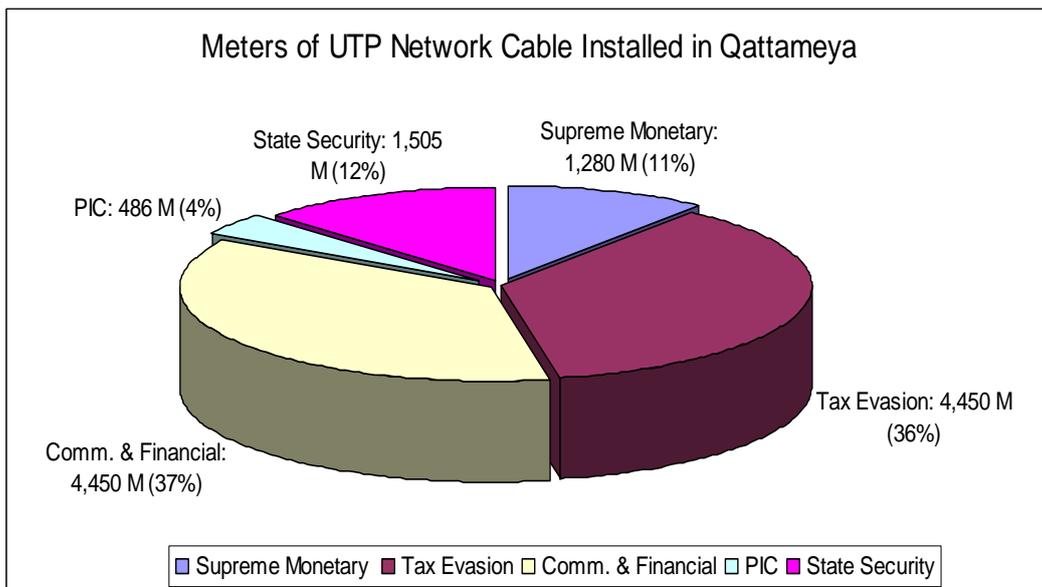
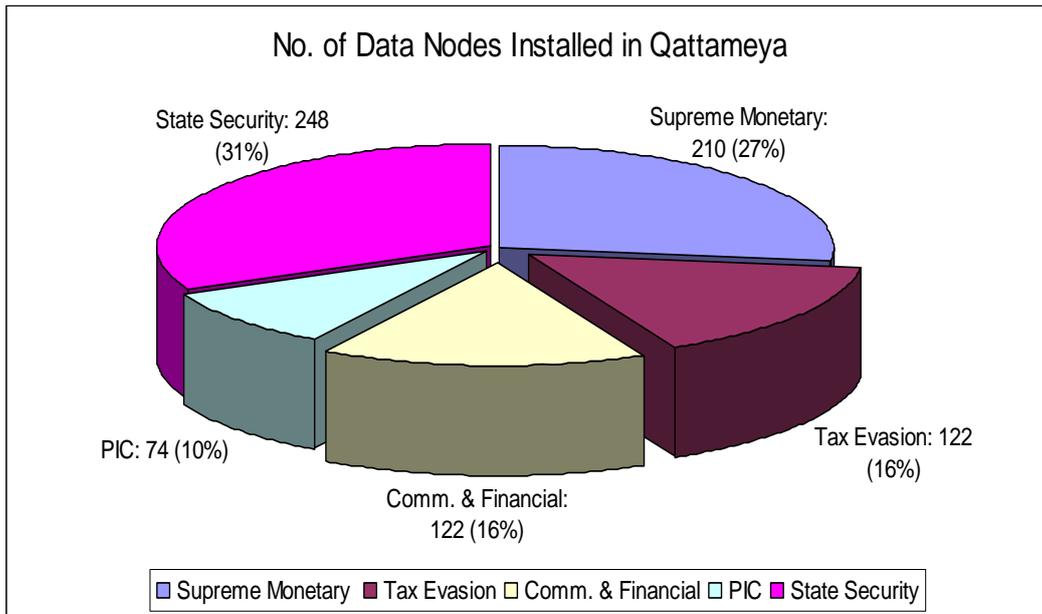
Data node.

Required Steps for Successful Network Wiring and Cabling at Public Prosecution Offices

Conducting network wiring, cabling, and electrical upgrades at each prosecution office generally requires the assistance of several AOCJ team members. The bullets below summarize the basic steps required to make each office "IT ready."

- Survey each location to determine number of data nodes, required amount of UTP and fiber optic cable, and electrical outlets/capacity upgrades
- Develop specifications for an appropriate scope of work
- Draft and distribute a request for quotations for qualified vendors pursuant to USAID regulations
- Evaluate all vendors' offers, ask clarifying questions, and select best offer
- Negotiate terms and conditions of final contract with winning bidder
- Conduct weekly site inspections to ensure quality installation and contract compliance
- Trouble-shoot unexpected contingencies and facilitate relations with staff at prosecution offices
- Test data nodes and cables after installation
- Certify successful completion of work and close out contract

In total, AOCJ installed over 12 kilometers (about 7.5 miles) of network cable and 776 data nodes in all of the Qattameya locations. The graphs below provide a visual summary of the work completed in Qattameya.



System integrator RFP drafted, debated, revised, and published for bidders. In March 2007, AOCJ completed a draft of the system integrator RFP. The English and Arabic versions were subsequently shared with the PIC and MSAD. On May 14, 2007, AOCJ held a joint workshop with the PIC and MSAD at AOCJ’s office to review the SI RFP line by line and create consensus on its terms. AOCJ incorporated the majority of the PIC’s and MSAD’s recommended changes and improvements into the RFP. Eventual publication of the RFP was delayed due to an unexpected disagreement with the PGO over the intellectual property rights to newly created software. The PGO wanted sole ownership of any software developed under the project. USAID and AOCJ successfully resolved the issue by noting that the PGO would have ownership rights in software modified by his office or the PIC. However, it was clearly explained that the original software developed by AOCJ would have to be in the public domain as required by U.S. government regulations. The PGO accepted this and AOCJ published the RFP on July 28, 2007.

After publication of the RFP, AOCJ organized and conducted an introductory meeting and site visits for interested bidders on August 9th and 11th. Interested bidders saw targeted location in all three Public Prosecution offices- Alexandria, Cairo, and Qattameya.

As permitted in the RFP, bidders submitted their first round of questions to AOCJ on August 16, 2007. The project responded to bidders' questions and published them on the AOCJ website on August 29, 2007. On September 17, AOCJ finalized and published AOCJ's answers to the second round of technical questions permitted by bidders. The final RFP proposal will be submitted to AOCJ in fiscal year 2008 (October 9, 2007). In preparation for the evaluation process, AOCJ prepared evaluation guidelines, score sheets, and confidentiality agreements for the evaluation committee members.

Physical space reallocation suggestions for High Court building completed. On January 25, 2007, AOCJ provided the PIC/PGO with a report entitled "Preliminary Suggestions for Physical Space Reallocation of Prosecution Offices at the High Court Building." This report, sent upon the request of Mahmoud Youssef, provides simple recommendations regarding the relocation of office space in the High Court building so that currently dispersed offices are reorganized to be located near one another. This would not only increase work efficiency, but would substantially decrease the cost of network cabling and wiring required to support the future IT solution at targeted offices. The PGO is still considering the recommendations.

Matrix of thin clients and personal computers completed and delivered to PIC. On March 4, 2007, AOCJ provided the PIC with a recommended mix of thin client machines and PCs for the Public Prosecution IT solution. "Thin clients" are end-user machines that connect to and communicate with the central servers but they do not have hard drives or memory. Using thin clients in the Public Prosecution IT solution would help prevent users from introducing potentially harmful programs and/or viruses into the IT system. During subsequent discussions, the PIC and MSAD indicated that they would prefer to use regular PCs since the cost differential was minimal and the PCs could be disconnected from the IT solution to preserve security if required. AOCJ agreed to support this preference.

Research and pricing of video-conferencing equipment completed. Upon request from the PIC and approval from USAID, the AOCJ IT team carried out extensive research on video-conferencing equipment that might be appropriate for use at the PGO. Although this equipment is not a part of the AOCJ IT solution, the size and type of the equipment sought by the PGO could impact the overall performance of the IT solution due to bandwidth requirements. AOCJ presented to the PIC three different video-conferencing equipment options with relevant price quotations. AOCJ does not intend to procure this equipment but conducted the research to assist the PGO.

<p style="text-align: center;">PGO Conference Room Improvements</p> <ul style="list-style-type: none">• Upgraded lighting• Equipment enhancements (i.e. laptop, projector, microphones)• Electrical system upgrade• Window treatments• Climate control system• Conference table, chairs, and related furniture installed• Projection screen• Wood treatment• Fixed door• Floor coverings• Ceiling fixed	<p><i>PGO conference room refurbished.</i> Upon request from the Prosecutor General and approval from USAID, AOCJ agreed to undertake numerous enhancements to the PGO conference room so that it could serve as the location for PIC IT workshop and as a future location for AOCJ-PGO meetings.</p> <p>Renovations to the conference room were extensive (see text box), but were completed in time for the PIC IT workshop. Approximately three months after completion of the room, faulty workmanship was discovered in the ceiling. AOCJ promptly contracted another local construction company, which immediately fixed the problem. AOCJ and the PGO agreed, with USAID's approval, that future</p>
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enhancements to the room may include new wallpaper and refinishing the wood floor to repair some visual imperfections on the walls and floor.

PGO Conference Room After Renovation



Preparation and completion of the PIC IT Workshop. Instead of an overseas study tour, the PIC/PGO requested that AOCJ prepare a workshop in Cairo that would allow members of the Public Prosecution to see and understand the purpose, organization, and operational requirements of modern day IT centers from around the world. AOCJ prepared materials for and planned this multi-media event with the assistance of international IT Specialist, Ms. Rebekah Lepro, and a local workshop facilitator, Mr. Osama Farag.

Objectives of the PIC IT Workshop

- Understanding the role of an IT center
- Planning the organizational structure of the PIC
- Defining PIC site and facility requirements
- Identifying personnel and management responsibilities
- Documenting software and hardware requirements
- Measuring success during the first year of PIC operations
- Preparing for operational management
- Selecting appropriate policies, procedures, and metrics

The workshop took place on April 22-24, 2007, in the newly refurbished PGO conference room. Participants included 11 prosecutors, several of whom are expected to become permanent staff of the PIC. The Deputy Prosecutor General, Mr. Adnan El Fangary, inaugurated the conference by articulating the Prosecutor General's commitment to the successful establishment of the PIC and the central role the center will play in supporting the automated prosecution offices. USAID assisted in the workshop opening and closing, congratulating attendees and handing out certificates of completion.

**Facilitators Rebekah Lepro Metz and Osama Farag (standing)
with Prosecutors at the PIC IT Workshop**



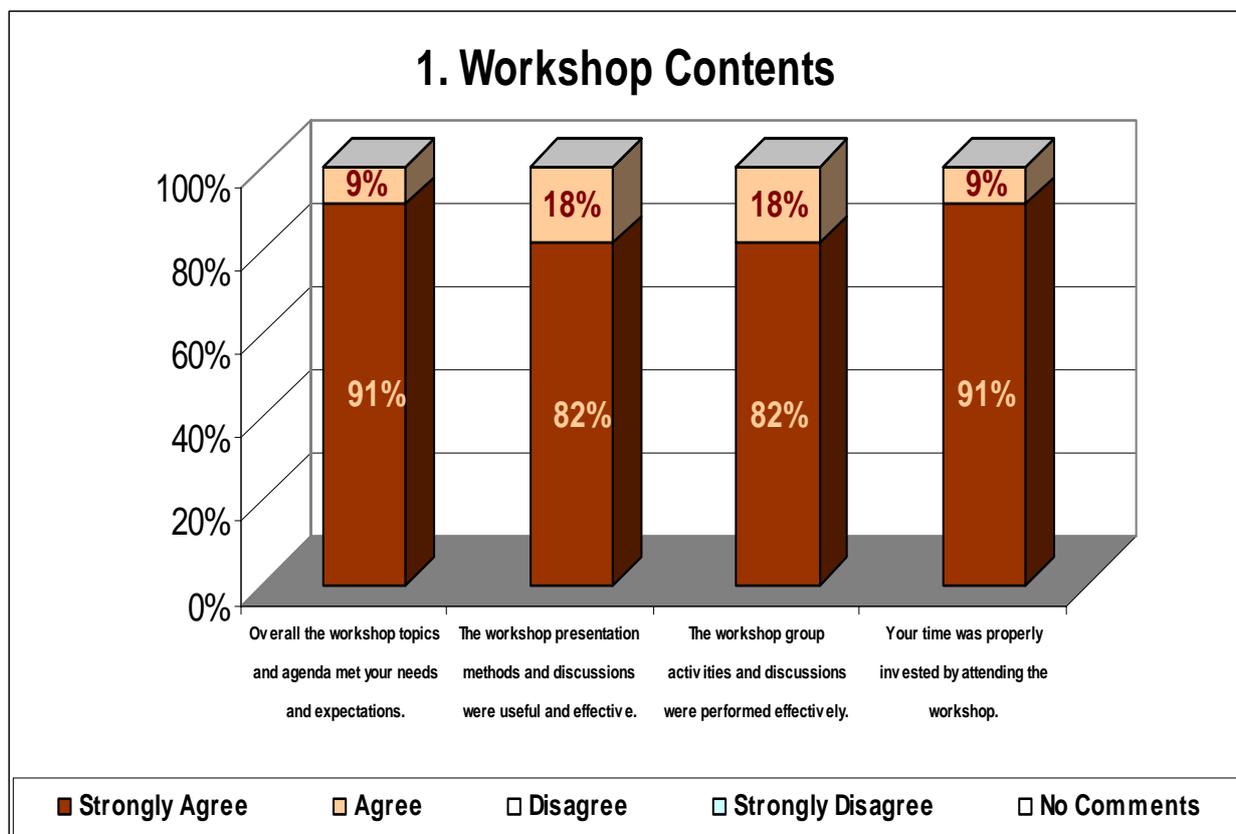
**Margaret Groarke and Jasmin Samy of USAID (center)
Presenting a Certificate of Appreciation to
Counselor Mahmoud Youssef at Closing of PIC IT Workshop**



Following the workshop, participants completed workshop evaluations and provided very positive feedback. 100% of participants reported that they either “strongly agreed” or “agreed” that workshop topics and agenda met their needs and expectations. Other evaluation results were similarly favorable and are presented graphically in **Figure 3** below.

Completion and delivery of final PIC IT Workshop Report and training materials. Following the workshop, AOCJ prepared and submitted to the PIC the “PIC IT Workshop Report”, dated June 18, 2007, with accompanying audio-visual CDs and workshop handouts. The PIC will be able to use the audio-visual materials (in Arabic) to conduct future training of new PIC staff in the future, or to allow any PGO staff to review the entire PIC IT workshop at any time. The report describes the workshop proceedings, outcomes, recommended future trainings, evaluation results, and the workshop agenda.

Figure 3: PIC IT Workshop Evaluation Results



PIC training curricula developed. To prepare future PIC staff for the enormous task of establishing and operating the PIC, the AOCJ training team, working closely with the Component 1 team, established a detailed training plan for future PIC staff. The “Introductory IT Training for PIC Staff” would include a variety of topics to help prepare new PIC employees to establish and operate the PIC in conjunction with the AOCJ team and the future system integrator. Diverse topics would be covered in the preliminary training and would later be supplemented by more detailed training conducted by the system integrator. Courses were scheduled to begin in July 2007 but the PGO postponed training pending hiring of PIC staff and completion of infrastructure improvements at the PIC facility.

Preparatory work completed for network cabling and wiring for Alexandria locations. AOCJ developed the scopes of work and a request for quotation (RFQ) for IT infrastructure work at the following three Public Prosecution offices in Alexandria:

- ❖ Alexandria Appeals Prosecution Office
- ❖ East Alexandria Attorney General's Office
- ❖ Al Raml District Prosecution Office

The competitive RFQ was distributed to several potential vendors and four vendors replied with proposals. AOCJ evaluated all four responses and awarded a contract to the winning vendor in September, 2007, with work expected to begin in October, 2007 and finish in early 2008.

Recommendations for phased hiring of PIC staff. The AOCJ team prepared recommendations for the PGO/PIC regarding the phased hiring of staff for the PIC. Specifically, on September 6, 2007, the project recommended that the PGO begin immediately hiring the first few staff members required at the PIC and subsequently hire additional staff in a phased process as the need for such staff arose. Initial feedback from the PIC is that the PGO will await further progress on PIC facility installation before hiring staff. The PGO also indicated that it will likely hire all staff at once for administrative ease and to ensure adequate human resources to operate the PIC.

B. Component 2: Strengthening the Public Defense System

B1. Component 2 Introduction

Introduction. East West Management Institute is Chemonics' subcontractor for implementation of activities under Component 2. As originally anticipated, Component 2 was designed to study, develop, and implement a public defense system in Egypt. A major constraint to the existing system of appointed counsel in Egypt was that defense counsel were being appointed too late to provide effective assistance to criminal defendants.

Early during fiscal year 2007, specifically on October 30, 2006, AOCJ and USAID met with the Prosecutor General and representatives of his office at the High Court building. At this meeting the Prosecutor General made it clear that he did not want a "new" public defense system or organization. Rather, he noted that Law 145 of 2006, which became law in July 2006, had increased defendants' rights to counsel and that no organizational changes to the organic model in Egypt would be required.

The Prosecutor General instead requested that his representatives and the AOCJ team conduct assessments of the existing Egyptian defense system to discover its strengths and weaknesses and suggest solutions to noted deficiencies.

On December 3, 2006, AOCJ received from the PGO a "Memorandum on the Public Defense." This memorandum summarized existing laws in Egypt relevant to the public defense and concluded by stating:

. . . there is organization [i.e. public defense system] . . . that can serve as indigent defendant defender any where in the country. This entity is very much similar to the regimes that have been reviewed in the presented AOCJ comparative study dated 30th September 2006. This actually existing system can be utilized and be the starting point for developing it to serve the purpose of the project which is to provide counsel for the defendant. . . . This renders it imperative to thoroughly study this system in order to identify potentials of success in application, the hindrances it encounters and how to develop it to render it capable to help responding to the requirements of the above mentioned recent amendments of the Law on Criminal Procedures [i.e. Law 145 of 2006] and any relevant future amendments in the arena of enhancing the defendant's right to defense.

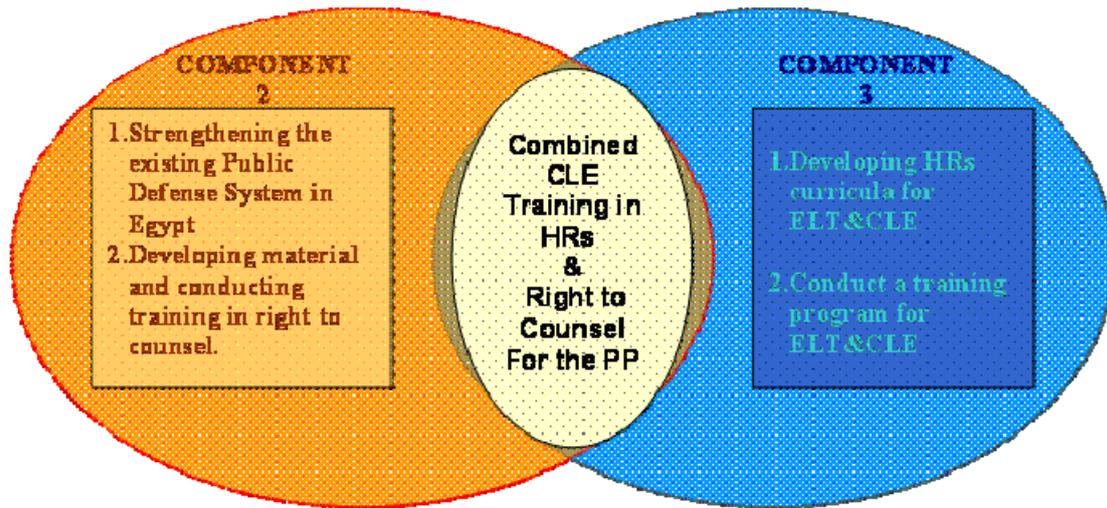
Based on this memo and the prior meeting with the Prosecutor General, AOCJ redirected its attention to strengthening the existing public defense mechanisms in Egypt as discussed in more detail in section B2 below.

Alexandria is pilot location for public defense improvements. With the background noted above, AOCJ set out to study the existing system, as requested, and to determine how the existing system could be strengthened. The PGO, AOCJ, and USAID have agreed that Component 2 practical improvements and changes to the existing defense system, once agreed upon, will be piloted in Alexandria.

Convergence of Component 2 and Component 3. The public defense work being undertaken in Component 2 has a close connection with the human rights curriculum and training planned under Component 3. The right to a proper defense is necessarily included within the right to a fair trial, which is a fundamental human right included within both Egyptian law and international human rights agreements such as the International Covenant for Civil and

Political Rights. While these two components are separate within AOCJ, both AOCJ and the PGO have recognized the implicit connection between the components. During the reporting period, the project team, particularly the technical leaders of Components 2 and 3, coordinated closely, often meeting with the PGO together, to design a joint training program for prosecutors nationwide. This coordination will continue as project implementation proceeds in fiscal year 2008. **Figure 4** below presents a graphical representation of the overlap of Components 2 and 3.

Figure 4: Diagrammatic Representation of the Convergence of Components 2 and 3



Background regarding involvement of the Bar Association. There was an early misunderstanding between AOCJ and the PGO regarding the exact nature of the Bar Association’s involvement in Component 2, specifically with regard to training. AOCJ initially approached both the Cairo Bar and the Alexandria Bar for purposes of information gathering, coordination, and planning of training to improve the quality of defense counsel service. AOCJ had even secured a verbal agreement with the Alexandria Bar for an extensive training program with young criminal defense attorneys. These activities are reported on below.

Unfortunately, additional detailed discussions with the PGO revealed that, while the PGO would eventually permit AOCJ coordination with the Bar, the PGO preferred AOCJ to focus early project work on identifying specific problems with the existing defense system and solving these problems with the PGO first before involving the Bar directly with project activities.

Personnel in Component 2. Finally, as noted in Section II on the status of project personnel above, Mr. Jim Hodes started as AOCJ’s Public Defense Specialist on June 18, 2006 but left the project only nine months later, on March 25, 2007, for personal reasons. AOCJ agreed with the PGO and USAID to hire an Egyptian legal expert instead of replacing Mr. Hodes with another expatriate. Soon thereafter AOCJ began an extensive recruit for an Egyptian legal expert.

The recruit for a new Component 2 legal advisor went through several phases and numerous rejections of potential candidates by the PGO. Finally, on July 30, 2007, approximately four

months after Jim Hodes left, the project contracted the services of Mr. Sherif El Diasty to serve as the new Component 2 legal advisor. There was a modest pause in Component 2 technical activities during the recruitment period, but Mr. Sherif El Diasty is now making up for lost time and has proven to be an excellent hire.

The Component 2 team will coordinate with the AOCJ IT team so that automation activities being carried out under Component 1 will take into consideration the support required to improve coordination between the PGO and the Bar Association and ultimately make automated case files available to defense attorneys.

B2. Summary of Component 2 Activities and Accomplishments

The AOCJ team carried out the following activities during the reporting period.

Assessment of the existing public defense system in Egypt. Consistent with the request of the PGO to “thoroughly study” the existing defense system, AOCJ assessed the public defense system using a variety of methodologies. We researched existing laws and regulations, held meetings with legal professionals (i.e. judges, lawyers, and prosecutors), and visited courts to gather information. The list below presents only a sample of the Component 2 activities completed during fiscal year 2007.

- Site visits conducted to the South Cairo courthouse to meet with judges and attorneys; AOCJ met with clerks responsible for tracking financial vouchers signed by judges on behalf of court appointed counsel and reviewed fee register.
- Numerous meetings held with the President of the Egyptian Bar Association, President of the Alexandria Bar Association, and President of the Giza Bar Association.
- Several informational and research meetings held with Professors Kibeesh, Ramadan, and Abdul Sattar of the Cairo University Faculty of Law.
- Two meetings conducted with Professor Fouad Riad, former Judge of the International Criminal Tribunal for Yugoslavia and currently member of the Egyptian Human Rights Commission and Professor of International Private Law at Cairo University.

Drafting comprehensive public defense assessment report. Following up on the comparative public defense overview delivered to the PGO in year one of the project, AOCJ finalized the assessment of the existing defense system, as modified by Law 145 of 2006, and presented it to the PGO on December 27, 2006.

Recommendations from Assessment of the Existing Public Defense System

AOCJ concluded its assessment report with four concrete recommendations, each of which is explained in detail in the report. The recommendations are summarized below.

- Consider modifying the exceptions to the right to counsel contained in Law 145
- Clarify procedural aspects for prosecution appointment of counsel under Law 145
- Enhance the role of the Bar Association in the defense counsel appointment process
- Create a public defense oversight committee to link the PGO and the Bar

The assessment included both strengths and deficiencies of the existing system. It is clear, for example, that the changes to the Criminal Procedures Code made by Law 145 of 2006 significantly increased defendants’ right to counsel at an earlier stage in the criminal process. However, it is equally clear that there remain some practical deficiencies in the existing system and the assessment identified many of these.

Coordination and planning with PGO for Law 145 regional training. AOCJ coordinated with Counselor Adel Zayed regarding regional training on Law 145 for public prosecutors

nationwide. Although Law 145 passed in August 2006, it is not necessarily widely distributed or applied by prosecutors. The PGO therefore requested, and AOCJ agreed, to organize and develop Law 145 training on the right to defense counsel. Mr. Sherif El Diasty assumed this task when he began work at AOCJ on August 1, 2007. He coordinated with Mr. Ahmed Zohny in Component 3 and the AOCJ training team to develop the framework for Law 145 training as well as begin development of training materials. The actual training will take place from November 2007 through June 2008 and will include approximately 300 prosecutors.

Coordination meetings with Bar Association completed. AOCJ organized coordination meetings with both the Cairo Bar Association and the Alexandria Bar Association during the reporting period to discuss possible collaboration on project activities, including specifically training of defense lawyers. Mr. Sameh Ashour, President of the Cairo Bar, politely declined collaboration with the project noting that it was too politically sensitive for the Cairo Bar to work directly with a US-backed project. AOCJ had more success in Alexandria, where the project reached an agreement with the Alexandria Bar Association regarding development of preliminary defense attorney training.

On February 13, 2007, AOCJ met with Mr. Moteleb, President of the Alexandria Bar Association. He agreed to work with the project on training of defense attorneys. The purpose of the training, which could target as many as several thousand members, would be to improve the quality of defense services provided to indigent clients. In addition, participating defense attorneys would have to agree to provide free court-appointed defense services to indigent defendants in the Alexandria area. In response to the enthusiasm of the Alexandria Bar, AOCJ 1) prepared a preliminary training plan for defense attorneys; 2) drafted a memorandum of understanding for the bar and the project; and 3) recruited capable trainers to carry out the defense attorney training. Prior to execution of training, the PGO requested a halt to collaboration with the bar association pending further advancement of Component 2 activities with the PGO.

Despite the lack of execution of the previously planned training, the willingness of the Alexandria Bar to collaborate with the project is encouraging and bodes well for future activities with the Bar. Once automation activities advance in Component 1, AOCJ envisions reinitiating contact with the Alexandria Bar, with the approval of the PGO, to discuss concrete ways to link the Bar Association and its members with the automated case file information that will be an integral part of Component 1.

Public Prosecutor questionnaire prepared for distribution to field prosecutors. To help AOCJ measure improvements in the public defense system, AOCJ shared with Counselor Adel Zayed a comprehensive list of data requirements for monitoring and measuring changes

- | |
|---|
| <p style="text-align: center;">Illustrative Inquiries in the
Public Prosecutor Questionnaire</p> <ol style="list-style-type: none">1. Is this case a felony or misdemeanor punishable by mandatory prison time?2. Does the accused have private counsel?3. If accused does not have private counsel, was counsel appointed?4. If counsel was not appointed, specify the reason(s) why.5. Did appointed counsel request to review the police report?6. Were any witnesses questioned during the investigation with appointed counsel present?7. Did appointed counsel ask to submit rebuttals, requests, or observations in the investigation file? |
|---|

in the system. Counselor Zayed noted that such information was not readily available with the Public Prosecution. AOCJ suggested that we collect such information from the prosecutors themselves through a questionnaire and Counselor Zayed agreed. AOCJ then prepared a one page public prosecutor questionnaire for distribution to front line prosecutors.

The questionnaire asks easily answerable questions designed to determine whether Law 145 of 2006 is being successfully implemented and to help determine the quality of defense

attorney representation. This information can help the project plan future improvements to the defense system and determine training needs. During the reporting period the PGO requested that the project temporarily postpone distribution of the questionnaire pending advancement of activities under Component 2. AOCJ will maintain the questionnaire on file for future use with the consensus of the PGO.

Recruitment of Component 2 legal personnel. After losing two previous Component 2 legal advisors (Judge Hany Hanna and Judge Amir Mikhail), AOCJ requested the nomination of new candidates from the PGO. No response was received from the PGO and AOCJ therefore proceeded with an open and competitive recruitment process. The three top candidates were all members of the judiciary and former prosecutors. After receiving approval of the top candidate from USAID, AOCJ submitted his name to the PGO. The PGO rejected the first candidate as unsuitable for non-technical reasons. Two additional names of vetted candidates were informally presented to the PGO and also rejected.

The PGO subsequently nominated Prosecutor Mohamed Khalaf as a legal advisor candidate. AOCJ offered Mr. Khalaf a long term position but the offer was rejected. AOCJ subsequently offered Mr. Khalaf a short term fixed price subcontract agreement to perform legal services on a part-time basis. Mr. Khalaf expressed interest in this option. Unfortunately, not long thereafter, AOCJ learned that the PGO withdrew Mr. Khalaf's nomination because it appeared his secondment would not be approved by the Ministry of Justice for reasons unrelated to the project.

Finally, the PGO informally nominated Mr. Sherif El Diasty as a long term legal advisor for Component 2. Mr. Diasty, a prosecutor who was at that time previously seconded to work in Afghanistan, expressed interest in the position and AOCJ began the recruitment and contracting process. Mr. El Diasty officially started work with AOCJ on August 1, 2007.

Research and compilation of public defense legal materials for practical solutions to public defense impediments. As a part of its assessment of the Egyptian public defense system, AOCJ identified certain core issues that would have to be addressed to realize improvements to the existing system (see text box). AOCJ researched and analyzed both Egyptian and international jurisdictions to gather information about the existing problems in Egypt and potential solutions. Mr. Sherif El Diasty, assisted in his legal research by short term legal consultant Mr. Tony Leone, gathered and compiled detailed legal information on how these issues are address in other countries, focusing specifically on France, Bulgaria, and the United States.

Seven Core Issues to Examine to Improve the Existing Public Defense System

- 1) How the attorney list for publicly appointed counsel is compiled and accessed
- 2) How the attorney list is administered and how appointments are made
- 3) Is the quality of representation guaranteed
- 4) Financial criteria for determining who receives legal aid
- 5) Qualifications of attorneys admitted to the list
- 6) How defense attorneys leave the list once trained and admitted to represent indigents
- 7) How attorney fees are determined, funded, and distributed

AOCJ also compiled all the legal articles relating to the right to defense, right to counsel, and role of attorneys from different Egyptian legal resources as follows:

- Constitution
- Judicial Authority Law
- Criminal Procedures Law
- Judicial Fees Law
- Legal Profession Law
- Public Prosecution Legal Instructions Book

- Public Prosecution Administrative Instructions Book

This legal framework governing defense rights in Egypt will serve as a database for the Law 145 training that is scheduled to begin in November 2007. Ultimately, AOCJ will try to secure PGO approval to develop a public defense “sourcebook” of all the relevant legal provisions related to the right to counsel in Egypt and distribute this to every prosecutor.

C. Component 3: Development of a Practical Human Rights Curriculum for Prosecutors

C1. Component Introduction

Introduction. Blue Law is Chemonics subcontractor and technical partner for implementation of activities in Component 3. During fiscal year 2007, the AOCJ team provided the Public Prosecution with technical expertise and logistical support to increase prosecutors' knowledge of international human rights in the criminal justice context. AOCJ also made significant progress towards development of a practical human rights training curriculum designed for entry level prosecutors as well as experienced prosecutors.

Realignment of personnel priorities. Chemonics and Blue Law originally proposed that the majority of technical assistance in Component 3 be provided by expatriate experts. However, it subsequently became apparent that sensitive human rights work in Egypt would be more effectively implemented under the leadership of a full time Egyptian legal expert with supplemental technical assistance from international experts. Both the PGO and USAID agreed with this strategy and AOCJ began recruitment efforts for a full time human rights legal advisor soon thereafter.

During the reporting period AOCJ placed a recruitment advertisement, interviewed several candidates, and concurred regarding the qualifications of Mr. Ahmed Zohny for the position. Mr. Zohny provided a unique fit of relevant technical skills plus approvability by the PGO. Mr. Ahmed Zohny, who was previously working under secondment in Afghanistan, started as AOCJ's Human Rights Legal Advisor on January 22, 2007, after which Component 3 activities began in earnest.

Lifting of restrictions on direct training of prosecutors. Due to U.S. government restrictions under section 660 of the Foreign Assistance Act prohibiting the direct training of prosecutors under USAID projects, early Component 3 planning included only the development and "testing" of human rights curriculum. However, after additional legal analysis of the matter and a thorough review of the status of prosecutors in Egypt, USAID lifted this restriction in June 2007. The Prosecutor General soon thereafter requested a special nationwide continuing legal education (CLE) training on the practical aspects of human rights in the criminal justice context for experienced prosecutors. This has been a main focus of Component 3 activities in 2007 as detailed below.

C2. Summary of Component 3 Activities and Accomplishments

The AOCJ team successfully completed the following activities during the reporting period.

Development of curriculum assessment baseline. In advance of the hiring an Egyptian legal advisor for Component 3, Mr. Jeff Walker carried out an assignment from October 28 to November 15, 2006 to determine which organizations were active in human rights education and establish relevant contacts for delivery of training to prosecutors in the future. This was when AOCJ was anticipating that the project would be unable to do more than merely "test" the curriculum and we were seeking alternative organizations that could deliver training developed by the project. Mr. Walker met with various human rights organizations, training providers, and educational institutions including the following:

1. United Nations Development Program (UNDP)
2. International Human Rights Law Outreach Project (IHRLOP)
3. AMIDEAST Country Office
4. American University Cairo Law Department
5. Ohio Northern University International Development Law Program

6. International Development Law Organization (IDLO)
7. St. Andrews Refuge Outreach Program
8. International Foundation for Election Systems

Core principles and guidelines for human rights curriculum developed and submitted to PGO for approval.

As a preliminary step in developing a curriculum that is suited specifically to the practical needs of prosecutors, AOCJ developed the core principles and guidelines of the curriculum for presentation to the PGO (see text box). These were submitted for approval on March 27, 2007.

On April 22, 2007, AOCJ received written feedback from the PGO with minor adjustments to the curriculum outline. After AOCJ amended and resubmitted the curriculum outline, the PGO provided final approval on April 30, 2007. This outline will be the project's road map for all future curriculum development to ensure full PGO concurrence with the topics covered.

Part One of the human rights curriculum completed and approved.

AOCJ developed and finalized Part One of the human rights curriculum entitled "Introduction to International Human Rights Law & General Rights." The project submitted this to the PGO for approval on May 29, 2007. Human Rights Training Specialist Jeff Walker provided technical assistance in the development of the methodology and participatory techniques for the new curriculum during a technical assistance trip in May 2007. The PGO provided his written approval to Part One of the curriculum on September 6, 2007.

Part Two of the human rights curriculum completed and submitted to the PGO for approval. In addition to Part One of the curriculum, AOCJ also developed and finalized Part Two of the human rights curriculum entitled "Pre-Trial Stage." The project submitted this to the PGO for approval on August 16, 2007. Although the PGO has provided verbal approval, written approval is still pending.

241 entry-level prosecutors trained in Introduction to International Human Rights at the National Center for Judicial Studies (NCJS) (see Annex A- Success Story). After discussions with the NCJS and the PGO, AOCJ agreed to test parts of the human rights curriculum with entry-level prosecutors at the NCJS. AOCJ adapted the curriculum for a short, but intensive training course to be delivered on two separate occasions. Mr. Zohny, coordinating with the AOCJ training team, developed course materials and delivered the courses on July 17 and 24, with approximately 120 students in attendance each day. The training results, shown

**Core Guidelines and Principles
of the Human Rights Curriculum**

The human rights curriculum is logically divided into several distinct parts corresponding to different stages of the criminal procedures process.

Part One: Introduction to International Human Rights Law and General Rights

- ❖ Independence
- ❖ Impartiality
- ❖ Equality

Part Two: Pre-Trial Stage

- a) Search & Arrest
- b) Investigation
- c) Pre-Trial Detention

Part Three: Trial Stage

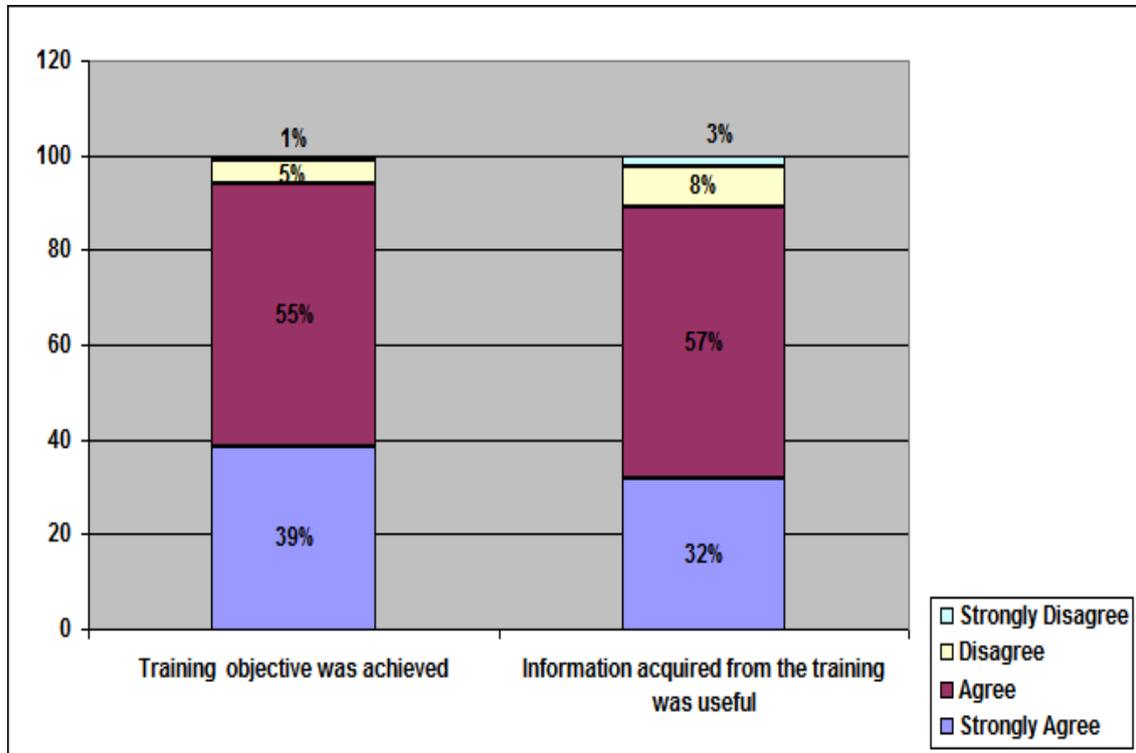
- ❖ The right to adequate time to prepare one's defense
- ❖ The right to be tried by a competent court
- ❖ The right to a public hearing
- ❖ The right to a fair hearing
- ❖ Freedom from Ex Post Facto laws
- ❖ The prohibition of double jeopardy
- ❖ The right to a public judgment
- ❖ The right of appeal

Part Four: Execution of Sentences & Detention Facilities

- ❖ Registration of detainees and prisoners
- ❖ Principles governing detention and imprisonment
- ❖ Inspection of detention & prison facilities
- ❖ Contact with the outside world: "visits and correspondence"
- ❖ Contact with lawyers: visits and correspondence
- ❖ The rights of the child and disciplinary measures
- ❖ Execution of capital punishment

graphically in **Figure 5** below, were impressive. Evaluations showed that over 89% of participants “agreed” or “strongly agreed” that the training objective was achieved and that the training was useful.

Figure 5: Results of AOCJ “Introduction to Human Rights” Training at the NCJS



Preparation of CLE course entitled “A Practical Training on Human Rights in Criminal Justice” for experienced prosecutors nationwide. After the success of the “Introduction to Human Rights” course delivered at the NCJS, the PGO requested that AOCJ prepare a continuing legal education (CLE) course in human rights for experienced prosecutors. AOCJ coordinated closely with Counselor Adel Zayed and the Prosecutor General himself on the topics, format, and duration of the training. Mr. Zohny developed the majority of the written and methodological materials during the reporting period.

AOCJ and the PGO agreed that the course will be delivered by senior members of the Public Prosecution who will receive a “familiarization course” (i.e. train the trainers course) in advance of the training. The course will run from November 2007 through June 2008 and over 300 prosecutors from Attorney General’s Offices throughout Egypt will be covered.

Sample Topics to be Presented in “A Practical Training on Human Rights in Criminal Justice” for the Public Prosecution

- Importance of human rights
- Enforcement of human rights
- Role of the Public Prosecution in the implementation of human rights
- International human rights instruments to which Egypt is a party
- NGOs and their role in the area of human rights

ANNEX A

Success Story: Human Rights Training for New Prosecutors



Success Story

Human Rights Training for New Prosecutors

241 entry-level prosecutors have been educated in the basic principles of human rights.



The newest class of entry-level prosecutors attending AOCJ human rights training at the National Center for Judicial Studies.

PHOTO: AOCJ PROJECT

CHALLENGE One of the biggest challenges in human rights education is disseminating standards and understanding where it can have the greatest impact. While human rights awareness and education to the general public is useful, the impact of such actions can be limited. However, educating those in a position of power can have a profound impact due to their ability to act as promoters and ensure enforcement. This was the approach of the Administration of Criminal Justice project (AOCJ) for human rights training with the Public Prosecution.

INITIATIVE In July 2006, AOCJ seized an opportunity to provide an intensive “Introduction to Human Rights” course for 241 entry-level front-line prosecutors who had recently joined the Public Prosecution. The notice provided to the project in advance of the training was marginal, but AOCJ quickly developed required training materials in a format that would be useful to the new prosecutors even after the training was completed. AOCJ’s experienced human rights legal advisor, Mr. Ahmed Zohny, who is also a former prosecutor, delivered the training at the National Center for Judicial Studies with an emphasis on the practical implications of human rights in the day-to-day work of prosecutors.

RESULTS 241 of the newest breed of public prosecutors now have a fundamental understanding of basic human rights principles and the importance of enforcing these principles in their jobs. While measuring the real day-to-day impact of the training is practically impossible in this situation, 91% of attendees “agreed” or “strongly agreed” that the training topics were “useful and effective.” Additionally, 94% of the new prosecutors agreed or strongly agreed that the training objective--providing them with a solid understanding of fundamental human rights standards and their application in the job of a prosecutor--was achieved. In the out years of the project, AOCJ expects these same prosecutors to benefit from AOCJ’s practical human rights training for experienced prosecutors, thereby reinforcing and solidifying the principles learned in the initial training and helping to ensure the respect for, and the enforcement of, human rights in Egypt.

ANNEX B

Comparison of Project Accomplishments vs. Benchmarks

State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”; (Program Sub-Element 2.1.3.2: Operations of Institutions and Actors)

Performance Indicator 2.1.3.A: Number of points achieved in completing automation of the Public Prosecution office per year (and cumulative ratio of points achieved to total points targeted.) (This is a mission-specific, or “custom,” indicator, and is a revision of the indicator formerly numbered 21.3.11.)

Results Data	Baseline 2006		2007		2008		2009		2010		2011	
	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio
Targeted			4	8 %	21	50%	17	84%	4	92%	4	100%
Actual	0	0%	11	22%								

Indicator Description (Definition): This indicator measures the number of points achieved in the process of automating the Public Prosecution office. Points correspond to specific automation activities that will be carried out by the project in each targeted Public Prosecution office. It also shows a cumulative ratio of the total number of points achieved compared to the total targeted, thus demonstrating progress towards completion of all automation activities on a percentage basis. Points are allocated for the following project activities (1) connection of location to PIC wide area network (WAN); (2) installation of a local area network (i.e., LAN cabling) in each target location; and (3) milestone progress toward the automated case file system. The breakdown of points is as follows:

High Court building (10 points total): 5 locations (Tech. Off., Intl. Coop., Jud. Inspect., Galaa Satellite, Hub) each with 1 point for WAN and 1 point for LAN

Qattameya (12 points total): 6 locations (Monetary, Tax, Fin. & Comm., PIC, Hub, State Security) each with 1 point for WAN and 1 point for LAN

Alexandria (8 points total): 4 locations (Alex. Appeals., East Alex., Al Raml, Hub) each with 1 point for WAN and 1 point for LAN

Automated Case File System (20 points total): milestone progress with points indicated in parenthesis for each of the following activities- (a) Completion of the IT assessment (3 points); (b) Preparation and publication of the system integrator RFP (2 points); (c) Analysis and award of the system integrator RFP (2 points); (d) Development and testing of automated case file software (5 points); (e) Implementation of the automated case file software in pilot location (4 points); and (f) Automated case file software accepted by PGO for replication in other sites (4 points)

Total possible points for completion of all activities is: 50

Unit: Number of points and ratio (expressed as a percentage of total targeted that have been achieved)

Data Source: PIC/PGO and project records; site visits conducted by USAID.

Rationale: Automation of the Public Prosecution will ultimately improve workflow processes, including the ability of prosecutors to share case file information with defense attorneys so they can carry out a fair and effective defense. Automation will also increase access to information to prosecutors and administrative productivity, thereby improving fair and timely decision-making.

Critical Assumptions for Indicator: None

Schedule/Frequency of Data Collection: Quarterly

Method/Approach of Collection/Calculation: Through a review of project records and records from the Prosecution Information Center (PIC) and the Prosecutor General’s Office (PGO), the number of completed automated components will be totaled and added to the previous year’s total to create a cumulative number over time. To calculate the cumulative ratio showing progress toward completion of automation activities, the cumulative number of points will be divided by the total points to create a cumulative ratio. The total possible number of points is 50 (15 points for WAN, 15 points for LAN, and 20 points for automated case file due to the importance of the automated case file).

USAID Responsible Officer: Project Cognizant Technical Officer

<p>Data Limitation and Quality Assessments: Quality of data found in project records can be checked through counterparts, direct observation, and site visits by USAID. Data quality assessments will be conducted at regular intervals by USAID.</p>	<p>Data Analysis: Trend over time, showing progress towards completion of all automation activities. Dissemination Plan: In quarterly reports and annual progress reports</p>
	<p>Other Donors in Sector: EU</p>
<p>Indicator's Relevance to <u>Gender</u>: N/A</p>	
<p>Indicator's Relevance to <u>Poverty</u>: Automation will result in the creation of an automated case file that can be accessed by public defenders earlier in the criminal process. This will allow them to mount a more effective defense for their indigent clients.</p> <p>Additional Comments: 2007: the 11 points allocated can be divided as follows: 6 points for LAN cabling installation in Qattameya (PIC, Tax, Monetary, Fin. & Comm., State Security, Hub) plus 5 points for first two milestone activities for the automated case file.</p>	

State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”

Performance Indicator 2.1.3.b: Number of justice sector personnel that received USG training (OP, or “standard,” indicator, formerly #21.3.9)						
Results Data	2006 Baseline	2007	2008	2009	2010	2011
Targeted: Male: Female¹: Total:		200 0 ¹ 200	350 0 ¹ 350	300 0 ¹ 300	TBD	TBD
Actual: Male: Female¹: Total:	0 0 ¹ 0	252 0 ¹ 252				
<p>Indicator Description (Definition): According to the general definition for this “standard” indicator: Personnel include judges, magistrates, prosecutors, advocates, inspectors and court staff. Training refers to all training or education events, whether short-term or long-term, in-country or abroad. Each training participant is counted only once in a given year, even if he/she has attended more than one training event. In addition, inclusion in a previous year’s count does not exclude a person from being counted in subsequent years, if he/she has received training in both years. Training conducted by project staff and training conducted by counterparts using AOCJ-prepared training curricula both qualify as “USG training” here.</p> <p>Unit: Number of personnel trained in a given year</p>						
<p>Data Source: Attendance sheets completed by training participants at every training event.</p>		<p>Rationale: This is a required Operational Plan, or “standard” Indicator. The rationale for this required Operational Plan, or “standard” indicator is that better trained personnel are a prerequisite for an improved legal system.</p> <p>Critical Assumptions for Indicator: The use of this indicator is based on the assumption that the Prosecutor General’s Office (PGO) will continue to approve the training of prosecutors.</p>				
<p>Schedule/Frequency of Data Collection: Ongoing, as events occur.</p>		<p>Method/Approach of Collection/Calculation: Attendance data will be collected via sign-in sheets completed at every AOCJ-sponsored training event. Those data will be entered into an Excel spreadsheet by the Training Administrator and reviewed by the Training Coordinator. Then the M&E Specialist will import this data to the MS Access training database, review it again, and produce queries to avoid duplication of names.</p>				
<p>Responsible Officer: Project Cognizant Technical Officer</p>						
<p>Data Limitation and Quality Assessments: A DQA was conducted on August 27, 2007 on data collected and being reported for FY 2007. The data are final for the year, as no additional training will be conducted until FY 2008. The DQA found the data reported to USAID and the means of collecting and analyzing the data to be of high quality, with no limitations warranting concern.</p>		<p>Data Analysis/Dissemination Plan: Data analysis will allow the calculation of the total, unduplicated number of individuals trained in a given year, and the disaggregation of that total into numbers of males and females. Analysis will also allow the creation of time trends showing the number of personnel trained over time. Data will be reported/disseminated in quarterly M&E updates and annual progress reports to USAID</p> <p>Other Donors in Sector: UNDP for human rights</p>				

Indicator's Relevance to Gender: While training data will be disaggregated by sex, there are no female prosecutors, so gender relevance is low.

Indicator's Relevance to Poverty: Training of attorneys to serve as public defenders will improve their ability to effectively represent indigent clients, so this indicator does have some relevance to poverty.

Additional Comments: ¹The majority of trainees for the AOCJ project will be prosecutors and there are no female prosecutors. Accordingly, no women have been targeted or trained. It is possible that in out-years of the project, female administrative staff of the Public Prosecution office will be trained.

2007: The target of 200 was exceeded due to a higher-than-expected number of entry-level prosecutors in a human rights training conducted at the National Center for Judicial Studies (NCJS). The 252 included 241 entry-level prosecutors trained at the NCJS and 11 experienced prosecutors trained in the PIC IT Workshop.

State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”

Performance Indicator 2.1.3.f: Number of legal institutions and associations supported by USG (OP, or “standard,” indicator, formerly #21.3.6)						
Results Data	Baseline 2006	2007	2008	2009	2010	2011
Targeted		2	2	3	TBD	TBD
Actual	0	2				
<p>Indicator Description (Definition): According to State/F: To be counted here are both governmental and non-governmental institutions and associations that focus on administering and improving the legal system. For the USAID Administration of Criminal Justice project, the targets for support include the Public Prosecution office, the National Center for Judicial Studies (NCJS), and the Bar Association. “Supported by USG” means that the institution or association has received at least some project assistance (training, technical assistance, funding, etc.) at some time during the year in question.</p> <p>Unit: Institution or Association supported by USG</p>						
<p>Data Source: Project records; site visits conducted by USAID.</p>		<p>Rationale/Critical Assumptions for Indicator: The rationale for this USAID OP, or “standard,” indicator is that strengthened and more effective institutions and associations are essential to improved rule of law.</p>				
<p>Schedule/Frequency of Data Collection: Ongoing during project implementation</p>		<p>Method/Approach of Collection/Calculation: All the necessary data are contained within project records and readily retrievable.</p>				
<p>Responsible Officer: Project Cognizant Technical Officer</p>						
<p>Data Limitation and Quality Assessments: A DQA was conducted on August 27, 2007 on data collected and being reported for FY 2007. The data are final for the year, as no additional institutions will be assisted during the year. The DQA found the data reported to USAID and the means of collecting and analyzing the data to be of high quality, with no limitations warranting concern.</p>		<p>Data Analysis/Dissemination Plan: Being assembled from project records; the records will be disseminated to USAID via annual and quarterly reports.</p>				
		<p>Other Donors in Sector: UNDP, EU</p>				
<p>Indicator's Relevance to Gender: Not applicable, as the work of all the institutions and associations supported is gender neutral.</p>						
<p>Indicator's Relevance to Poverty: USG support to the Bar Association to help improve and strengthen the existing public defense system will ultimately lead to better legal representation of indigent criminal defendants.</p>						

Additional Comments:

2007: The two institutions supported were the Public Prosecution office and the NCJS. In 2008, it is expected that the Bar Association will be added to those institutions and associations receiving assistance.

ANNEX C

Annual Financial Status Report

ANNEX D

Project Bibliography

ANNEX D
AOCJ PROJECT BIBLIOGRAPHY

Component 1: Automation

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2. Preliminary Physical Infrastructure Recommendations for the Prosecution Information Center (PIC), November 8, 2006.
3. Technical Assessment and Analysis for Prosecution Offices, November 28, 2006.
 - a. Alexandria Appeal Prosecution
 - b. Alexandria East Prosecution
 - c. El-Raml Prosecution
4. Review of PIC Electrical Upgrade Plans, January 25, 2007.
5. Preliminary Hardware Specifications for the Prosecution Information Center (PIC) January 31, 2007.
6. PIC Equipment List and Costs, January 31, 2007.
7. Preliminary Suggestions for Physical Space Allocation Report, January 31, 2007.
8. PIC Electrical Upgrade Plans Report, January 31, 2007.
9. IT Technical Assessment Report of Public Prosecution Offices, February 7, 2007.
10. IT Technical Assessment Survey for Prosecution Offices, February 15, 2007.
 - b. Combating Tax Evasion Prosecution Office
 - c. Financial and Commercial Prosecution Office
 - d. Supreme Public Monetary Prosecution Office
 - e. Supreme State Security Prosecution Office
11. General Plan for Refurbishing the Prosecutor General's Conference Room Memorandum, February 26, 2007.
12. Matrix of Human Resources for Targeted Public Prosecution Offices, March 4, 2007.
13. Matrix of Thin Clients and PCs for Targeted Public Prosecution Offices, March 5, 2007.
14. AOCJ Response to MSAD Observations to AOCJ's Assessment Report, March 19, 2007.
15. Memorandum of Understanding between Chemonics International and the Public Prosecution, April 11, 2007.
16. Timeline for Expected Procurement Activities under Component 1, April 12, 2007.
18. AOCJ Response to IRM Technical Recommendations, May 16, 2007.

19. Alternative Options for Automation of Public Prosecution Offices, May 21, 2007.
20. Matrix of IT Courses for PIC, May 24, 2007.
21. AOCJ Equipment List by Location for the Public Prosecution IT Solution Option 4: Reduction in Certain Sites While Maintaining Hubs, June 3, 2007.
22. 6 Video CDs of 3-day PIC IT Workshop Session, July 1, 2007.
23. PIC IT Workshop Final Report, July 1, 2007.
24. System Integrator RFP Report, July 15, 2007.
25. Summary Report of AOCJ Introductory Site Visits to Prosecution Offices for Automation, August 13, 2007.
26. AOCJ Recommendations for Phased Hiring for PIC Employees, September 10, 2007.
27. System Integrator Proposals Evaluation Committee Guidelines, September 12, 2007.

Component 2: Public Defense

28. Comparative Public Defense Overview, unpublished report prepared for Egyptian PGO by the AOCJ Project, September 30, 2006.
29. Assessment of the public defense mechanism in the Egyptian Criminal Justice System, unpublished report prepared for USAID\Egypt by the AOCJ Project, December 27, 2006.
30. Egyptian Public Defense Legal Articles List, unpublished report prepared by the AOCJ Project, September 18, 2007.

Component 3: Human Rights Curriculum and Training

31. Curriculum Assessment Baseline UNDP Assessment Note, unpublished report prepared for USAID\Egypt by the AOCJ Project, November 15, 2006.
32. Outline of Human Rights Curriculum for Prosecutors, unpublished report prepared for Egyptian PGO by the AOCJ Project, April 23, 2007.
33. Part One of Human Rights Curricula “Introduction to International Human Rights Law”, unpublished training materials prepared for Egyptian PGO by the AOCJ Project, May 24, 2007.
34. Curriculum Development & Instructional Enhancements, unpublished report prepared for USAID\Egypt by the AOCJ Project, June 6, 2007.
35. Part Two of Human Rights Curricula, Pre-Trial Stage, unpublished training materials prepared for Egyptian PGO by the AOCJ Project, August 15, 2007.

Quarterly and Monthly Reports

1. Monthly Report for October 2006, unpublished report prepared for USAID\Egypt by the AOCJ Project, November 1, 2006.
2. Monthly Report for November 2006, unpublished report prepared for USAID\Egypt by the AOCJ Project, November 30, 2006.
3. Monthly Report for December 2006, unpublished report prepared for USAID\Egypt by the AOCJ Project, December 28, 2006.
4. Monthly Report for January 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, January 31, 2007.
5. Monthly Report for February 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, February 27, 2007.
6. Monthly Report for March 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, April 2, 2007.
7. Monthly Report for April 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, April 29, 2007.
8. Monthly Report for May 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, May 31, 2007.
9. Monthly Report for June 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, June 28, 2007.
10. Monthly Report for July 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, July 31, 2007.
11. Monthly Report for August 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 3, 2007.
12. Monthly Report for September 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 30, 2007.
13. Quarterly Report for Q1 (October-December 2006), unpublished report prepared for USAID\Egypt by the AOCJ Project, January 31, 2007.
14. Quarterly Report for Q2 (January-March 2007), unpublished report prepared for USAID\Egypt by the AOCJ Project, May 1, 2007.
15. Quarterly Report for Q3 (April-June 2007), unpublished report prepared for USAID\Egypt by the AOCJ Project, July 31, 2007

ANNEX E

List of Technical Assistance Activities

ANNEX E

LIST OF TECHNICAL ASSISTANCE ACTIVITIES

- 1. Miles Sedgwick, IT Procurement Specialist.**
Duration of Consultation: 28 Days
Purpose of Consultation: Mr. Sedgwick assisted in drafting and finalization of the AOCJ System Integrator RFP for procurement of local software development and system integration services while ensuring compliance with PIC, MSAD, USAID, and US requirements. Mr. Sedgwick also conducted a two-day workshop with the PIC and ensured the necessary requirements for publication.
Achievements:

 - Trained field staff to follow correct procurement guidelines.
 - Directly assisted in drafting SI RFP in compliance with USAID and US government.
 - Ensured IT procurement followed Chemonics home office standards.

- 2. Jeff Walker, Human Rights Specialist**
Duration of Consultation: 29 Days
Purpose of Consultation: Mr. Walker gathered data from and consulted with the UNDP, PGO, NCJS, Egyptian Human Rights Council, and other organizations to develop a baseline assessment for the Component 3 Human Rights training curriculum. Further, Mr. Walker worked with Mr. Ahmed Zohny, Component 3 Legal Advisor, to shape active and appropriate learning methodologies for PGO and NCJS trainees.
Achievements:

 - Completion of a curricula assessment baseline design with a detailed list of activities necessary to implement the assessment and immediate follow-on Component 3 tasks.
 - Completion of an assessment note regarding UNDP capacity building projects in Egypt and a plan for building upon those efforts and avoiding duplication
 - M&E framework for Component 3.

- 3. Karima Rizk, Work Planning Specialist.**
Duration of Consultation: 14 Days
Purpose of Consultation: Ms. Rizk conducted a comprehensive review of the Field Office's administrative procedures, including information management systems, approval processes, filing systems, use of correct templates and forms and complete record-keeping. Ms. Rizk also assisted the field staff in migrating electronic AOCJ documents to the newly installed field office server.
Achievements:

 - Submission of an Administrative Oversight and Data Migration Support Report rating the offices six month progress.
 - Trained the entire AOCJ staff on use of the network server with separate training for access to protected documents for allowed users.
 - Completed security report detailing measures to improve the office's safety.

4. **Christopher Scott**, Project Director/Managerial Oversight
Duration of Consultation: 10 Days
Purpose of Consultation: Mr. Scott conducted a comprehensive review of AOCJ's SOW and TO before discussing changes requested by the PGO and USAID. Mr. Scott worked with the client and counterpart to establish a framework and timeframe to craft and implement changes to the budget and SOW. Mr. Scott used these opportunities to establish working relationships with subcontractors and partners as well as the field staff.
Achievements:
- Summary of changes to AOCJ SOW and budget.
 - Work plan amended and submitted to USAID.
 - Summary of pertinent meetings with project partners.
 - Program review completed in conjunction with USAID.
5. **Luanne Napoli**, Communications Specialist
Duration of Consultation: 10 Days
Purpose of Consultation: Ms. Napoli worked with the field staff to identify AOCJ communications needs and goals as well as opportunities to promote said objectives. Ms. Napoli also trained field staff on numerous communications topics including branding and success stories. Finally, in consultation with USAID and AOCJ staff, Ms. Napoli prepared a draft AOCJ communications plan for submission.
Achievements:
- Draft AOCJ communication plan including policies and procedures, responsibilities and best practices for implementation staff as well as recommendations for further support.
 - Delivered branding and success story orientations to field staff.
 - Provided key communications materials including: Chemonics Reporting Guidelines CD, Communicating Impact through Stories and Images training CD, and Chemonics Event Planning Guide.
6. **Anthony Leone**, Legal Consultant
Duration of Consultation: 33 Days
Purpose of Consultation: Mr. Leone began providing legal advice and technical assistance for Component 2 activities in the absence of a full time public defense specialist. Upon the arrival of Sherif El Diasty to fill this vacancy, Mr. Leone provided him component background and materials. Mr. Leone continues consulting through analysis and revision of component activities as well as drafting applicable procedures for improvement of the bar association's attorney list maintenance and distribution.
Achievements:
- Orientation of Mr. Diasty as well as support and technical assistance to Component 2 staff.
 - Regular progress reports on component accomplishments.
 - Brief report, drafted jointly with consultant Mr. Mohamed Khalaf, identifying the most significant limitations and impediments preventing effective utilization of the existing free criminal legal aid system in general.

7. **Mohammed Ahmed Tawfik, Network Analyst**
Duration of Consultation: 90 days
Purpose of Consultation: Mr. Tawfik assisted in the successful completion of the IT Baseline assessment of the Prosecutor General's Office (PGO) and provided the necessary technical insight needed in the development of the WAN/LAN architecture design. Mr. Tawfik also provided valuable assistance to activities related to the IT procurement process, specifically in developing component metrics for all interconnectivity devices that will be used to link the PG offices targeted for automation.
Achievements:
- Technical assistance for the IT Technical Assessment
 - WAN/LAN design document
 - IV & V Implementation Process document
 - Assistance for specifications for Component One IT procurement
8. **Khaled Mostafa Mohamed, Systems Analyst**
Duration of Consultation: 90 days
Purpose of Consultation: Mr. Mohamed assisted in the successful completion of the IT Baseline assessment of the PGO and provided the necessary technical insight needed for the development and documentation case file workflow. Mr. Mohamed also provided valuable assistance with the development of the project's website and contributed to activities relating to the IT procurement process.
Achievements:
- Technical assistance for completion of IT Technical Assessment
 - Case file automation workflow development design
 - IV & V Implementation Process document
 - Assistance for specifications for Component One IT procurement

ANNEX F

List of In-Country Courses and Seminars

ANNEX F
List of In-Country Courses and Seminars
Fiscal Year 2007

Key:

PIC: Prosecution Information Center
 PP: Public Prosecutors
 PGO: Prosecutor General's Office
 NCJS: National Center for Judicial Studies

Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Number	Total
Component 1: Automation of the Public Prosecution and Establishment of the Prosecution Information Center								
PIC Plan, Design & Implementation Workshop								
3 days workshop, in the PGO Conference room Day 1 – Prosecutor IT Center (PIC) Planning Day 2 – PIC Deployment Day 3 – PIC Operations	Workshop	Apr 22–Apr24, 2007	Cairo	3	1	PIC	11	11
Component 3: Development of a Practical Human Rights Curriculum and Human Rights Training for Prosecutors								
NCJS Training								
Introduction to International Human Rights Law” Training, at the NCJS	Lectures	July 17, 2007	Cairo	1	1	PP	122	122
Introduction to the International Human Rights Law” Training at the NCJS	Lectures	July 24, 2007	Cairo	1	1	PP	119	119

