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US Agency For Intl. Development
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Reform Design and Implementation

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وزارة الزراعة واستصلاح الأراضي
الوكالة الأمريكية للتنمية الدولية
مشروع إصلاح السياسات الزراعية
وحدة تصميم وتنفيذ السياسات

Ministry of Agriculture and Land Reclamation

AGRICULTURE POLICY REFORM PROGRAM

Reform Design and Implementation Unit (RDI)

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APRP

Reform Design and Implementation Unit

*Development Alternatives Inc. Group: Office for Studies & Finance, National Consulting
Firm Development Associates, Cargill Technical Services, The Services Group, Training
Resources Group, Purdue Universities, University of Maryland*

RDI REPORTS

A

TRIP REPORT
On the

**RECUSTOMIZATION OF
THE RDI TAMIS
FOR THE
2000 WORKPLAN**

Prepared by:

Theresa Miles

FEBRUARY 2000

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V. I. BACKGROUND

The APRP/RDI project management information system, known as TAMIS (Technical, and Administrative Management Information System) is home to the RDI Unit's work plan in accordance with the work plan tasks per DAI's contract with USAID. The work plan is composed of nine major tasks, and many subtasks. Information from all work activities related to the major tasks and all subtasks is stored in the TAMIS. Documentation of all activities related to the conduct of studies is entered into the TAMIS, including formulation of a terms of reference, identification of consultants to perform tasks, meeting notes related to the study, data collection, writing the final report, and presenting the results at a workshop or seminar. The TAMIS thus stores terms of reference, meeting reports, trip reports, records of important conversations, and follow up plans to implement recommendations derived from policy studies. The TAMIS also records all implementation activities by benchmark, as well as additional activities deemed important by the GOE, USAID and APRP/RDI. Because the TAMIS is built in Lotus Notes, all members of the team, regardless of location, have immediate access to the information and are able write comments on any entry into the system.

The RDI Unit TAMIS is used extensively and on a daily basis by all project staff. There are hundreds of entries, reflecting the production during 1996-99 of numerous technical reports, dozens of seminars, workshops and other training activities, plus the implementation of activities in support of established reforms. Access to the information housed in the RDI TAMIS is available to other APRP units and USAID. The MVE Unit uses the RDI TAMIS for assistance with its verification program, and USAID has access in order to be fully informed of RDI progress.

The purpose of this assignment is to alter the format of the RDI TAMIS for 2000, while ensuring that it remains simple for users to locate and enter information. The specific tasks assigned according to the terms of reference are:

1. Review the 2000 RDI workplan.
2. Alter the RDI TAMIS to make it consistent with the RDI 2000 Workplan.
3. Train members of the RDI Unit in the use of the TAMIS.
4. Write a report on the assignment.

VI. II. TAMIS REVIEW, UPDATE AND TRAINING

The 1999 workplan was reviewed with each RDI staff member to determine which activities had been completed, which had been modified, and which are continuing into 2000. The draft work plan was then entered into TAMIS and all completed activities from 1999 were archived. In the Activities module all views display those activities which are considered current by the users and the 2000 workplan. The numbering protocol for the 2000 work plan continues in the same format as 1998 and 1999. The first digit reflects the workplan section, the second the project year during which the activity started, and the third consecutive numbering between 01-99. A report from TAMIS with the work plan is included in this report as Annex A.

In addition to reviewing the 1999 workplan and entering the 2000 workplan, during this assignment, Ms. Miles reviewed all of the information contained in the TAMIS and focused on solving several data problems. During last years TAMIS update by Tonya Giannoni several problems were identified. For instance, STTA LOE, RDI publications, and workshops were not being entered into the database using the prescribed forms. While the information existed in text form, without the use of the specific forms, status reporting was nearly impossible. Therefore, during the course of the stay in addition to entering the work plan, Ms. Miles:

- Reviewed and updated the publications list so that the current view -- 5. Miscellaneous\1. Official Project\1. Publications -- includes all publications completed to date, in addition to several pending reports.
- Followed-up on the process of entering documents into the Publications form.
- Reviewed the STTA TORs and STTA roster to ensure that consultants were not entered into TAMIS under multiple spellings.
- Reviewed all public awareness/workshop entries with the Public Awareness Unit.

During this years TAMIS update there was no formal training held for the project staff, there was however several small group and one-on-one trainings and refreshers. This was deemed the most effective way of updating the RDI staff due to the varying degrees of usage and proficiency on TAMIS. Ms. Miles sat with all technical staff to review TAMIS for two short sessions. In general, the first session focused on reviewing 1999 activities, discussing any desired changes to the functioning of TAMIS, and providing TAMIS refreshers as needed. The second session focused on reviewing the updated TAMIS to ensure that the remaining activities truly reflected reality. In addition, two small group sessions were held to instruct new RDI staff on how to use TAMIS, including, the multiple views available, the use of the various forms, and how to find information.

VII. III. RECOMMENDATIONS AND FOLLOW-UP ACTION ITEMS

Usage of the TAMIS continues to be widespread. Over the last year, all users have continued to use the system and follow the RDI TAMIS process discussed during the 1999 TAMIS update. In general, the individual who generates the information is the individual that enters it. There continues to be a few gaps when entering information, but this will continue to be monitored. A few follow-up action are listed below:

I. Maintenance

Maintenance of the data should be done. During the 1999 updated a schedule for on-going maintenance was developed. A modified schedule is included as Annex B of this document. These sections will continue to be reviewed by those assigned, as well as the Home Office support.

2. Public Awareness

Training and workshop events should be reviewed to ensure that they reflect accurate and current information. All publications developed out of the Public Awareness office should be entered into TAMIS and submitted in triplicate to DAI. During 2000, the Public Awareness advisor, Steve Joyce, will be returning to the United States. Mr. Joyce will continue working with the RDI unit, but on a short-term basis. Over the next few months Mr. Joyce should ensure that someone within the RDI is properly trained to continue his duties related to TAMIS. In addition, it may be useful to make sure that he has a replica of TAMIS in the US, so he can continue to monitor RDI Public Awareness activities.

3. Further updates and improvements

- a) A function will be added to the STTA list so that titles can be used, but the alphabetical list will be based on names, not on titles.
- b) Adding a feature so that the publications by type view will show if the actual documents are attached.

VIII. VI. OTHER TASKS COMPLETED:

A. Follow-up from Administrative Visit

In September/October of 1999, Ms. Miles visited the APRP/RDI unit. During this visit the following items were followed-up on:

- The procedures for hiring Egyptian STTA and a tracking chart with all STTA hired to date were reviewed;
- The Field Accounting System was reviewed with controller;

B. RDI Extension

Information was collected for the January 2000 to September 2000 pipeline and the October 2000 to September 2002. The pipeline and budget for the extension proposal were completed and the budget notes begun.

III. CDIE Collection

The publication list was reviewed with Heba Hosny and Newsletters and Policy Briefs were reviewed with Steve Joyce. Copies of all Newsletters and Policy Briefs were collected for submission to CDIE. These documents will all be burned onto CD-ROM and then submitted along with hard copies to CDIE. The effort to enter all documents into TAMIS will continue. All publications for the previous project years should be submitted to CDIE this year.

ANNEX A

RDI 2000 WORK PLAN

Activity	Status	Start	End	Primary Responsibility	Deliverable
I. Develop Annual Work Plans					
1.4.01. Draft Work Plan	In Progress	01/01/2000	03/31/2000	Max Goldensohn	Draft Workplan
1.4.02. Present Draft Work Plan	In Progress	01/20/2000	03/31/2000	Max Goldensohn	Draft Workplan
1.4.03. Work Plan: USAID/PPC comments	In Progress	01/22/2000	03/31/2000	Max Goldensohn	Oral/Written Comments
1.4.04. Final Work Plan Submission	In Progress	03/01/2000	03/31/2000	Max Goldensohn	Final Draft Work Plan
1.4.05. Work Plan Approval	In Progress	03/31/2000	03/31/2000	Max Goldensohn	Approved Workplan
II. Establish and Implement Process For Identifying and Understanding Policy Barriers					
2.3.02. Structure, conduct and performance study on the sugar industry	Not Yet Begun	04/01/99	12/31/99	Jane Gleason Sayed Hussein	Report,Recommendations
2.3.09. Partial Equilibrium Model for Rice (Updates) – Also for Wheat and Cotton	In Progress	01/01/98	12/31/99	Edgar Ariza-Nino	model,report,presentation
2.3.10. Discussions with AGERI on public-private Tech Transfer, potential BM	In Progress	05/04/99	05/04/2000	Lawrence Kent Mohamed Zaki Gomaa	potential BM on ARC Tech Transfer Policy
2.3.11. Develop IPR/Technology Lisencing Policy for University of Cairo	In Progress	05/01/99	05/02/99	Lawrence Kent Mohamed Zaki Gomaa Fatma Khattab Amani El-Feky	
2.4.01. Improve Fish Production and Environment in Northern Lakes	In Progress	04/01/2000	09/30/2000	Sayed Hussein Jane Gleason	Report and Recommendations - Tranche V BM?
2.4.02. ASME Model Improvement	In Progress	01/01/2000	12/31/2000	Jane Gleason Sayed Hussein	Improved Model
2.4.03. Bakery Distribution Plan	In Progress	04/01/2000	12/31/2000	Lawrence Kent Ibrahim Siddick Edgar Ariza-Nino	Map and Report,with Recommendations
2.4.04. Export Road Improvement	In Progress	01/01/2000	09/30/2000	Edgar Ariza-Nino Ibrahim Siddick Richard Magnani Sayed Hussein Amr Saleh Myrette El Sokkari	Map and report with recommendations
2.4.05. Slaughterhouse Privatization and Restructuring	In Progress	04/01/2000	12/31/2000	Fatma Khattab Amani El-Feky Ken Swanberg Myrette El Sokkari	Report and methodological recommendations
2.4.06. Clustering Strategies for Competitiveness	In Progress	01/01/2000	12/31/2000	Ken Swanberg	TBD
2.4.07. Jatropha Cultivation and Proceession	In Progress	01/01/2000	12/31/2000	Ken Swanberg	TBD
2.4.08. Silkworm and Mulberry Cultivation, Processing and Promotion	In Progress	01/01/2000	12/31/2000	Ken Swanberg	TBD
III. Design and Conduct Policy Analyses and Studies					
3.2.03.4.3. Privatization of MOTS' Agribusiness Joint Venture Companies	Completed	10/01/98	06/30/99	Fatma Khattab Lawrence Kent Amani El-Feky	Valuation Reports,Policy Analysis and Recommendations
3.3.10. Policy study on issues related to air cargo and cold storage	In Progress	01/01/99	06/30/99	Richard Magnani	Report,Recommendations
3.3.11. Study on the possible structure, role of commodity councils, especially horticulture.	In Progress	01/01/99	09/30/99	Fatma Khattab Lawrence Kent Max Goldensohn Aya Karim Amani El-Feky	Report,Recommendations

Activity	Status	Start	End	Primary Responsibility	Deliverable
3.3.13. Study on maize seed liberalization	In Progress	01/01/98	06/30/99	Fatma Khattab Lawrence Kent Mohamed Zaki Gomaa Amani El-Feky	Report and recommendations for privatization
3.3.19. simplify veg and flower seed registration (related to proposed T4 BM)	In Progress	01/01/99	12/31/2000	Fatma Khattab Lawrence Kent Mohamed Zaki Gomaa Amani El-Feky	
3.3.20. Testing New Seed Varieties (BM-related)	In Progress	01/01/99	12/31/99	Fatma Khattab Lawrence Kent Mohamed Zaki Gomaa Amani El-Feky	
3.3.21. Fruits for the Future and True to Type Grapevines	In Progress	01/01/99	12/31/99	Max Goldensohn Lawrence Kent Mohamed Zaki Gomaa	
3.3.22. WTO and Trade Negotiations	In Progress	11/01/99	06/30/2000	Edgar Ariza-Nino Ibrahim Siddick	Reports, recommended strategy, workshops and seminars
3.3.24. Discussions on seed law, including discussion with ESAS	In Progress			Fatma Khattab Lawrence Kent Mohamed Zaki Gomaa Amani El-Feky	
3.4.01. Competitiveness in Horticulture	In Progress	01/01/2000	03/30/2000	Ken Swanberg	Report, Recommendations
3.4.02. Competitive Analysis in Cotton	In Progress	01/01/2000	01/01/2000	Ken Swanberg Ibrahim Siddick	Report, Recommendations
3.4.03. Agribusiness Rehabilitation Promotion Fund	In Progress	01/01/2000	03/31/2000	Ken Swanberg	Report, Program Recommendations
3.4.04. Land Tenure Study III	In Progress	01/01/99	09/30/2000	Jane Gleason Sayed Hussein Lamia El Fattal	Report, Recommendations
3.4.05. Study on the impact of EU/Egypt partnership	In Progress	01/01/99	03/30/2000	Amr Saleh Edgar Ariza-Nino Mohamed Zaki Gomaa Richard Magnani Ibrahim Siddick	Report, Recommendations
3.4.06. Study on public and private roles in self-pollinated seed production and marketing	In Progress	04/01/99	09/30/99	Lawrence Kent Mohamed Zaki Gomaa Fatma Khattab Amani El-Feky	Report, Recommendation
3.4.07. Cotton Varieties	In Progress	01/01/2000	03/01/2000	Edgar Ariza-Nino Ibrahim Siddick	Report, Program Recommendations
3.4.08. Sadat City Forestry & Wastewater	In Progress	04/01/99	03/30/2000	Amr Saleh Ken Swanberg	Proposal for operation of a fund
3.4.09. Export Taxation: Comparative Study	In Progress	01/01/2000	06/30/2000	Mohamed Zaki Gomaa Richard Magnani	Report Recommendations - Tranche 4 BM?

Activity	Status	Start	End	Primary Responsibility	Deliverable
3.4.10. Agricultural Employment	In Progress	06/01/2000	12/31/2000	Ibrahim Siddick Jane Gleason Sayed Hussein Lawrence Kent Amr Saleh Ken Swanberg	Report,Recommendations
3.4.11. Gated Pipe Irrigation - Upper Egypt On-Farm Water Management	In Progress	01/01/99	03/30/2000	Jane Gleason Sayed Hussein Steve Joyce	
3.4.12. Luxor West Bank Water Table Reduction	In Progress	03/01/2000	12/31/2000	Jane Gleason Sayed Hussein	Report,Recommendations
3.4.13. Options for an Endowment for AGERI	In Progress	12/12/99	12/12/2000	Lawrence Kent Mohamed Zaki Gomaa	study of options,feasibility study
3.4.14. World Bank Agricultural Export Policy Assessment	In Progress	01/01/2000	09/30/2000	Max Goldensohn	Report,Program Recommendations
3.4.15. Losses from Deterioration of Cotton Carry-over Stock	In Progress	06/01/2000	12/31/2000	Edgar Ariza-Nino Ibrahim Siddick	Report,Program Recommendations
3.4.16. Update of Report on Cotton Yam, Fabric, RMG Production and Exports	In Progress	01/01/2000	09/30/2000	Edgar Ariza-Nino Ibrahim Siddick	Report,Program Recommendations
V. Present Information in an Effective Manner					
5.01.1. RDI Publications List	In Progress			Heba Hosny Max Goldensohn	
5.2.04. Quarterly Reports	In Progress	01/01/98	12/31/98	Max Goldensohn	Quarterly Report
5.3.01. RDI Newsletter	Completed	01/01/99	12/31/99	Steve Joyce	Four Newsletters
5.3.10. Develop a webpage for CATGO	In Progress	01/01/99	06/30/99	Edgar Ariza-Nino Ibrahim Siddick	One webpage
5.3.13. RDI Directory of Agricultural Companies	In Progress				Directory
5.4.01. APRP Coordination Meetings	In Progress	01/01/2000	12/31/2000	Max Goldensohn	50 Weekly Meetings: Coordination
5.4.02. Monthly PPC Meetings	In Progress	01/01/2000	12/31/2000	Max Goldensohn	12 Montly Meetings: Coordination & Information
5.4.03. 4 RDI Newsletters	In Progress	01/01/2000	12/31/2000	Steve Joyce Amr Moussa	4 Quarterly Summaries of Achievements and Activities
5.4.04. RDI Policy Briefs	In Progress	01/01/2000	12/31/2000	Steve Joyce	4 Briefs on Topics of Urgent Interest
5.4.05. Stakeholder Workshops	In Progress	01/01/2000	12/31/2000	Steve Joyce	20 Workshops and Proceedings
5.4.06. Seminars After RDI Studies	In Progress	01/01/2000	12/31/2000	Steve Joyce	10 Workshops and Final Studies
5.4.07. Training in Support of Policy Reform	In Progress	01/01/2000	12/31/2000	Steve Joyce	5 Training Courses,Reports,Evaluations
5.4.08. Project Workshops	In Progress	01/01/2000	12/31/2000	Steve Joyce	4 Workshops,Proceedings
5.4.09. Weekly Bilingual Press Release	In Progress	01/01/2000	12/31/2000	Steve Joyce	52 Reviews
5.4.10. Public Consultations Prior to Studies or Implementation Activities	In Progress	01/01/2000	12/31/2000	Steve Joyce	8 sets of consultation & meeting reports,preliminary assessments
5.4.11. Recustomize TAMIS for the 2000 Workplan	Completed	01/31/2000	02/14/2000	Jane Gleason Max Goldensohn	Updated TAMIS

Activity	Status	Start	End	Primary Responsibility	Deliverable
5.4.12. Donor Coordination	In Progress	01/01/2000	12/31/2000	Max Goldensohn Lawrence Kent Ibrahim Siddick Edgar Aniza-Nino Mohamed Zaki Gomaa Richard Magnani Jane Gleason Sayed Hussein	Meeting notes
VI. Design and Implement Reform Measures; Action plans and Project-like Activities					
2.3.07. Dairy Union	Not Yet Begun	05/09/99	12/31/99	Fatma Khattab Sayed Hussein Amani El-Feky	Report (S,C&P),Meetings,Union Proposal
6.2.03.4. Improve Collection. Analysis, Presentation of Cost of Production and Farm Income Statistics	Not Yet Begun	04/01/98	09/30/98	Jane Gleason Sayed Hussein	Plan,Implementation
6.2.04.3. Research and Extension Institutional Reform	In Progress	01/01/98	09/30/98	Max Goldensohn	Approved Plan
6.3.02. Lower Import Tariff on Rice (Benchmark A4)	In Progress	01/01/99	06/30/99	Amani El-Feky Fatma Khattab Lawrence Kent	Lowered tariff on rice imports
6.3.07. Privatizing 15 joint venture companies (Benchmark B5)	In Progress	01/01/99	06/30/99	Amani El-Feky	15 privatized firms
6.3.14. Seeds: New Variety Release Regulations (Benchmark D5)	In Progress	01/01/99	06/30/99	Lawrence Kent	
6.3.17. Research and extension pilot zone (Benchmark D8)	In Progress	01/01/99	06/30/99	Max Goldensohn	One pilot zone selected and a pilot project plan
6.3.21. Seed Association Support	In Progress	06/15/98	12/31/98	Fatma Khattab Lawrence Kent Mohamed Zaki Gomaa Amani El-Feky	
6.3.22. Institutional Strengthening for Trade Associations	In Progress			Fatma Khattab Lawrence Kent Max Goldensohn Steve Joyce Amani El-Feky	
6.3.24. Plant breeder's rights UPOV benchmark	In Progress	06/01/98	12/31/99	Lawrence Kent Fatma Khattab Mohamed Zaki Gomaa Amani El-Feky	
6.4.01. Regional Certification for Cotton Lint Imports	In Progress	01/01/2000	12/31/2000	Jane Gleason Sayed Hussein	Report on 1 trip to inspect Cotton Lint Production and Treatment in a Selected Set of Countries /Regions.
6.4.02. Joint Venture Company Divestiture	In Progress	01/01/2000	12/31/2000	Amani El-Feky Fatma Khattab Myrette El Sokkari Hend Taha	10 Firms Fully Privatized,Partial Sales of GOE Shares in 10 Others
6.4.03. Implementation of Leasing Guidelines	In Progress	01/01/2000	12/31/2000	Ken Swanberg Amani El-Feky	2 Leases in Agribusiness Sector
6.4.04. Upper Egypt on Farm Water Management Improvement (UEOFWMIP)	In Progress	01/01/2000	12/31/2000	Jane Gleason Sayed Hussein Steve Joyce Samir Shehata Lamia El Fattal	Gated pipe extended to at least 1000 fd more.
6.4.05. Short Duration Rice Expansion	In Progress	01/01/2000	12/31/2000	Sayed Hussein Jane Gleason Samir Shehata Steve Joyce	Expand Area Under Short Season Rice to at least 50,000 fd.

Activity	Status	Start	End	Primary Responsibility	Deliverable
6.4.06. Contract Farming	In Progress	01/01/2000	12/31/2000	Max Goldensohn Samir Shehata	Establish Contract Farming w/ New Instruments in Ismaileya and Luxor/Qena for Exports
6.4.07.a. IPR Breeders Rights - Institutional Development of PVP Office	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa Amr Saleh Amr Moussa	Office Established in ARC
6.4.07.b. IPR Breeders Rights - IPTCO Institutional Development	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa Amr Saleh Amr Moussa	IPTCO Office Established
6.4.08. Pest Management Services (Benchmark D6)	In Progress	01/15/2000	12/31/2000	Jane Gleason Sayed Hussein Richard Magnani Lamia El Fattal Amr Moussa	Cotton PM in Private Hands
6.4.09. Pilot Research and Extension Improvement Zone (Benchmark D4)	In Progress	01/01/2000	12/31/2000	Max Goldensohn Samir Shehata Amr Moussa	Fully Developed Plan for Research and Extension in Ismaileya w/ Beginning Implementation Plan for Luxor/Qena.
6.4.10. ESOP support to Rice Mills, Maritime and Transport Holding Companies	In Progress	01/01/2000	12/31/2000	Amani El-Feky Fatma Khattab Richard Magnani Amr Moussa	Working ESAs in rice mills, maritime and transport companies
6.4.11. Trade Associations	In Progress	01/01/2000	12/31/2000	Fatma Khattab Lawrence Kent Amani El-Feky	Successful Policy Advocacy by Associations
6.4.11.a. Trade Associations - Agricultural Commodity Council (Benchmark D1)	In Progress	01/01/2000	12/31/2000	Aya Karim Fatma Khattab Amr Moussa Amani El-Feky	Strong Association, Financial Plan, Policy Advocacy
6.4.11.b. Trade Associations - Egyptian Seed Association	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa	Strong Association, Financial Plan, Policy Advocacy
6.4.11.c. Trade Associations - Horticultural Exports Improvement Association	In Progress	01/01/2000	12/31/2000	Richard Magnani Lawrence Kent Mohamed Zaki Gomaa	Strong Association, Financial Plan, Policy Advocacy
6.4.11.d. Trade Associations - Sadat City Agricultural Investors Association	In Progress	01/01/2000	12/31/2000	Ken Swanberg Ibrahim Siddick	Strong Association, Forestry Investment Plan, Finance
6.4.11.e. Trade Associations - Cotton Egypt	In Progress	01/01/2000	12/31/2000	Ken Swanberg Ibrahim Siddick Edgar Ariza-Nino	Strong Association, Financial Plan, Marketing Plan and Logo, Policy Advocacy
6.4.11.f. Trade Associations - Egyptian Rice Union	In Progress	01/01/2000	12/31/2000	Fatma Khattab Amr Moussa Amr Saleh Amani El-Feky	Union Act, Policy Advocacy
6.4.11.g. Trade Associations - Dairy Association	In Progress	01/01/2000	12/31/2000	Fatma Khattab Amani El-Feky	Registered Association, Policy Advocacy
6.4.12. Situation and Outlook Reporting	In Progress	01/01/2000	12/31/2000	Ibrahim Siddick	Regular Reports
6.4.13. Matching Water Supply with Water Demands (Benchmark C1)	In Progress	09/15/99	09/30/2002	Jane Gleason Sayed Hussein Steve Joyce	Plan for information transfer between the two ministries
6.4.14. Seed Law and Advocacy (Benchmark D10)	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa	Draft Law Revised
6.4.15. Tree Bond Program	In Progress	01/01/2000	12/31/2000	Amani El-Feky Ken Swanberg Amr Saleh Myrette El Sokkan	Plan and Program finalized

Activity	Status	Start	End	Primary Responsibility	Deliverable
6.4.16. Grape Variety Audit Program	In Progress	01/01/2000	12/31/2000	Lawrence Kent Richard Magnani Mohamed Zaki Gomaa	Program Plan and Arbitration Procedure Finalized, Contract Established
6.4.17. Cost of Production (Benchmark D7)	In Progress	01/01/2000	12/31/2000	Sayed Hussein Steve Joyce	Data Collection, Sampling
6.4.18. Enabling legislation for Commodity Unions/Organizations	In Progress	01/01/2000	12/31/2000	Fatma Khattab Amr Saleh Aya Kanim Amani El-Feky	Draft Legislation Approved by Ministries
6.4.19. Airport Cold Storage (Benchmark D3)	In Progress	01/01/2000	12/31/2000	Richard Magnani Amr Saleh	Official Contract (BOT or other) for Privately Operated Cold Store at Cairo IA
6.4.20. Air Cargo Handling (Benchmark D2)	In Progress	01/01/2000	12/31/2000	Edgar Ariza-Nino Richard Magnani Amr Saleh	Freedom for Other Private Companies to Handle Air Cargo at Market Rates
6.4.21. Hybrid Seed (Benchmark D5)	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa	GOE Hybrid Seed Multiplication and Distribution
6.4.22. Coordinated Inspection Procedures (Benchmark D8)	In Progress	01/01/2000	12/31/2000	Richard Magnani Amr Saleh	Policy to Coordinate Inspections at Ports
6.4.23. Reduce Tariffs on Imported Refrigerated Trucking Equipment (Benchmark D9)	In Progress	01/01/2000	12/31/2000	Sayed Hussein Richard Magnani Amr Saleh	Reduce Tariffs to 5%
6.4.24. Simplification of Registration for Vegetable Seeds (Benchmark D10)	In Progress	01/01/2000	12/31/2000	Lawrence Kent Mohamed Zaki Gomaa	OECD Approved Varieties Can Enter Freely; Registration Regulations Simplified
6.4.25.a. WID Data Disaggregation (Benchmark D11)	In Progress	01/01/2000	12/31/2000	Jane Gleason Sayed Hussein	All Appropriate Data Collection and Analysis Disaggregated by Gender; Official Policy signed
6.4.25.b. WID Agribusiness Centers (Benchmark D11)	In Progress	01/01/2000	12/31/2000	Ken Swanberg Amani El-Feky Myrette El Sokkari	Policy to Mandate Centers to Help Women Entrepreneurs
6.4.26. Renewal of Fruit Stock (Benchmark D12)	In Progress	01/01/2000	12/31/2000	Lawrence Kent Samir Shehata Max Goldensohn	MALR to Decree to Import and Test New Fruit Varieties on a Commercial Scale
6.4.27. Coordinated Protocols for Pesticide Registration (Benchmark D13)	In Progress	01/01/2000	12/31/2000	Richard Magnani Sayed Hussein	Joint Decree to Harmonize Registration of Pesticides by MALR and MoH.
6.4.28. Reduce Leakages of Subsidized Flour (Benchmark E1)	In Progress	01/01/2000	12/31/2000	Sayed Hussein Max Goldensohn	50,000 MT of Mixed Wheat-Maize Flour Blended at Mills, Not at Bakeries
6.4.29. Red Card/Green Card (Benchmark E2)	In Progress	01/01/2000	12/31/2000	Max Goldensohn	Increase cost of Food Subsidy
6.4.30. Analyze 99/00 Cotton Marketing Year and Recommend Changes	In Progress	01/01/2000	12/31/2000	Edgar Ariza-Nino Ibrahim Siddick	No Deliverable - update report
6.4.31. Auction of Egyptian Cotton through the Internet	In Progress	01/01/2000	06/30/2000	Edgar Ariza-Nino Ibrahim Siddick Ken Swanberg	Report, working prototype auction

VII. Identify and Develop Progress Indicators

7.4.01. Develop Tranche V Benchmarks	In Progress	01/01/2000	09/30/2000	Amani El-Feky Edgar Ariza-Nino Fatma Khattab Ibrahim Siddick Jane Gleason Ken Swanberg Lawrence Kent Max Goldensohn Mohamed Zaki	Set of proposed BMM - 30 June 00
7.4.02. BM Workshop	In Progress	01/01/2000	09/30/2000	Steve Joyce Amr Moussa	1 Workshop

Activity	Status	Start	End	Primary Responsibility	Deliverable
7.4.03. BM Implementation Workshop	In Progress	10/01/2000	12/31/2000	Steve Joyce Amr Moussa	One Workshop
7.4.04. Vision For the Future of Agricultural Policy Reform in Egypt	In Progress	06/01/2000	12/31/2000	Max Goldensohn Steve Joyce Amr Moussa	One Workshop,one publication

VIII. Arrange In-Country and Off-Shore Training Activities

8.4.01. Carry Out Approved Training Plan	In Progress	01/01/2000	12/31/2000	Max Goldensohn	
8.4.02. Plan Invitational Travel	In Progress	01/01/2000	12/31/2000	Max Goldensohn	
8.4.03. Local Training	In Progress	01/01/2000	12/31/2000	Max Goldensohn	Workshops,Seminars,Courses,F Groups,Working Groups

IX. Procurement

9.4.01. Procure small items as needed to ensure efficient functioning of RDI teams	In Progress	01/01/2000	12/31/2000	Abdel Shakour Max Goldensohn	Procured Items in Inventory
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ANNEX B

SYSTEM MAINTENANCE

COMPOSED BY: Theresa Miles DATE: 02/09/2000 08:14 PM
LAST EDITED BY: Theresa Miles DATE: 02/09/2000 08:14 PM

ACTIVITY: 5.4.11.Recustomize TAMIS for the 2000 Workplan
SUBJECT: TAMIS Maintenance

COMMENT:

MAINTENANCE

Issue	Schedule	Action
1. Not-Categorized	Weekly	Check all of the views for not-categorized documents
2. Replication Conflicts	N/A	If a Replication Conflict occurs, review both documents and make changes in the non-conflicted document and go to either Heba, Jane, Theresa, or Max for assistance in deleting the conflict.
3. Duplicate/Incorrect Documents	N/A	If a document is entered twice or an error is made and a document needs to be deleted go to either Heba, Jane, Theresa or Max for assistance in deleting the incorrect/extra document
4. Completing Workshop Information	Monthly	Print-out Views to review for accuracy. 3. Training Module\1. List of Trainings 3. Workshop and Trainings by Month Complete all participant training numbers.
5. Completing Publication Information	Monthly	Review publications by type view and ensure that the report/newsletter/policy brief have been entered into all publication forms. Confirm all completed publications have been sent to DAI in triplicate. DAI/B will take care of sending reports to CDIE.

6. STTA Names	Monthly (end of Month)	Review the STTA by name view to ensure that there are no duplicate entries (ie, Mr. Sayed, Dr. Sayed, Sayed, etc.). If there are duplications decide on one name and then go into each TOR/timesheet and change to the same name.
7. Activity Numbers	Quarterly	Review the activity numbering to ensure that all new activities comply with the numbering protocol.