



Administration of Justice Support Project



American Mideast Education and Training Services, Inc.
1730 M Street, NW, Suite 1100 – Washington, DC 20036-4505

Development Experience Clearing House Submissions Form – AID 590-7

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Project #:

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ADMINISTRATION OF JUSTICE SUPPORT II PROJECT
USAID/Egypt Contract # 263-C-00-04-00028-00

NATIONAL CENTER FOR STATE COURTS INTERNATIONAL PROGRAMS

Court Management and Court Automation Study Tour for Egyptian Judicial Officials

June 22-July 2, 2006
BRIEFING DOCUMENT

This study tour is funded by the U.S. Agency for International Development/Egypt (USAID/Egypt) through the Administration of Justice Support II (AOJS II) Project administered by AMIDEAST as the prime contractor and the National Center for State Courts (NCSC), the key U.S.-based subcontractor.

1. Participants, Escorts, and Interpreters

Participants:

1. Counselor Dr. Mohamed Hosni Ali **Ali** - Chief Judge at the Court of Appeals; Chief Justice of the Alexandria Court of First Instance
2. Counselor Yosry Abdel Lah Mohamed **Abdel Kerim** - Chief Judge at the Court of Appeals; Chief Justice of the Mansoura Court of First Instance
3. Counselor Medhat Salaheldin Mahmoud **Basyone**- Vice President of the Court of Cassation; Member of the NCJS Technical Bureau
4. Counselor Ahmed Hany Hassan Anwar **Mokhtar** - Deputy Chief Justice at the Court of Appeals; Director of the Judicial Information Center
5. Mr. Hesham Mokhtar Moustafa **Abdelrahman** - Chief Judge at the Mansoura Court of First Instance
6. Mr. Moataz Farouk Essawy Nagy **Fayed** - Judge at the Alexandria Court of First Instance

United States Agency for International Development/Egypt Representative:

1. Ms. Jasmin **Samy** – Senior Judiciary Specialist, USAID/Egypt

Programmatic Escorts:

1. Ms. Kala M. **Finn**- Director, International Visitors Education Program, NCSC
2. Ms. Hala **Helmy** – Monitoring and Evaluation Specialist, AOJS II

Arabic Interpreters:

1. Mr. Taoufik **Ben Ammar**, Arabic Interpreter
2. Mr. Samir **Kaibni**, Arabic Interpreter

2. Background

AOJS II:

The Administration of Justice Support II (AOJS II) Project is a USAID-funded activity administered by AMIDEAST and is a follow-on to the successful AOJS I Project. During the AOJS I Project, one of the main initiatives was to address case delay reduction in two Courts of First Instance, Alexandria (ACOFI) and Mansoura (MCOFI); these courts are similar to district courts in the United States. The AOJS I Project designed and implemented a combination of reengineered processes related to the following: case initiation and case management procedures; court automation systems; technical assistance, monitoring, and evaluation; and classroom-based and on-the-job training programs for judges, court managers, and administrative clerks in an effort to reduce the case-filing-to-disposition time frame for all types of civil cases in these courts.

The purpose of the AOJS II Project is to strengthen the court system and Ministry of Justice (MOJ) and assist the Government of Egypt (GOE) to replicate in other Egyptian courts the reformed and modernized pilot court systems in North Cairo and Ismalia that were developed under the AOJS I Project. In addition to conducting activities in the Alexandria and Mansoura courts, the AOJS II Project works directly with two other key MOJ work units, the National Center for Judicial Studies (NCJS) and the Judicial Information Center (JIC). Both are in Cairo, the capital, a city on the Nile of approximately 17,000,000 inhabitants. On January 1, 2006, Egypt's total population was estimated at approximately 73,671,661 (2006 Census).

There are six discreet tasks plus two cross-cutting themes in the AOJS II Project:

1. Replicate the court reforms accomplished during the AOJS I Project in several courts;
 2. Develop a plan for nationwide replication;
 3. Strengthen the administrative and technical capacity of NCJS;
 4. Enable JIC to implement court automation;
 5. Assist MOJ in coordinating all of the partner activities in this area; and
 6. Develop and implement a training program.
- Theme 1. Gender Integration
Theme 2. Monitoring and Evaluation

Overview of ACOFI and MCOFI:

Alexandria is the second largest city in Egypt. It is situated on the Mediterranean about 139.5 miles from Cairo, and has a population of 3,328,000. ACOFI has 182 judges and 1,400 court staff working in a 4-story building and another, newer 15-story building next door. Three judges sit in a satellite court about in Marsa Matruh, a coastal city located 3 hours away from Alexandria. Mansoura is the third largest city in the country. It is located on the Nile Delta about 74.4 miles northeast of Cairo. MCOFI has a total of 120 judges and 650 court staff; thirteen of them work in four small satellite courts. In Mansoura there are three court buildings: two 2-story and one 9-story. The Mansoura Court has 4 satellite courts located in the Nile Delta. Both ACOFI and MCOFI have Working Groups that have developed strategic plans for their courts.

Overview of NCJS:

NCJS is the MOJ entity that provides judicial education and training programs for Egyptian judges and key non-judicial staff involved in administering justice throughout the country. Each year, NCJS offers a variety of courses to several hundred new and experienced judges and to several thousand court officials and prosecutors at its facility in Cairo and at other regional sites in Egypt. NCJS faculty members are experienced sitting judges who have attended rigorous Training of Trainers workshops. NCJS has approximately 55 staff members. Its main facility is Cairo. It has a branch in the Alexandria courthouse.

Overview of JIC:

JIC is the MOJ entity that creates and maintains automation systems and applications for the courts. Through a variety of technical assistance and training inputs, the AOJS II Project is working with JIC management and staff so that JIC evolves into a full-fledged decision support entity for the MOJ. The AOJS II Project and selected JIC staff have worked closely in the development and implementation of an Enhanced Case Management Application (ECMA), which automates the case filing process and all aspects of case management for civil cases.

AOJS II has assisted the MOJ in court remodeling for optimal utilization of ECMA. ECMA deployment is most visible through the creation of a new “front counter” in the Courts, which allows litigants to file a case and obtain information at one location. The front counter consolidates filing, fee payment, receipts, and panel assignment. ECMA also allows the Courts to track case events, save case documents in an electronic archive, and to prepare a variety of statistical reports to improve court management practices.

Egyptian Law:

Egypt is a civil law country with a system based primarily on French law. Judges in Court of First Instance (COFI) sit in panels of three, or occasionally four, led by a Chief Judge. There are no juries. The highest appellate court in the country is the Court of Cassation; there is also a separate Constitutional Court that reviews only constitutional questions. Judges are chosen from the Prosecutor’s Office. Currently, Egypt has only one woman judge. She was appointed to the Constitutional Court in 2003.

Before going on the bench, new judges attend a 1-month course at NCJS in Cairo, followed by a second multi-week session a few months later. All judges then have access to periodic continuing judicial education courses throughout their careers. New Chief Judges take a 3-day transition course after they are promoted to this position.

3. Description of the Study Tour

Six Egyptian judges are participating in an 11-day study tour to the Washington, D.C. metropolitan area. The group includes the Chief Justices of ACOFI and MCOFI; the Director of Egypt’s JIC; a member of Egypt’s NCJS Technical Bureau; and one judge each from ACOFI and MCOFI. The Washington, D.C. metropolitan area was selected because the District of Columbia Courts, and nearby federal- and state-level courts in the State of Maryland, have installed computerized systems similar to those being placed in ACOFI and MCOFI.

This will be an observational study tour during which the Chief Justices and Court Working-Group members can observe judges and court staff using case management systems in an actual work environment.

4. Overall Program Goal and Training Objectives

The **overall goal** of this program is to expose the Egyptian judicial officials to automated case management systems which are being used effectively in courts of similar size and jurisdiction to the Egyptian Courts of First Instance (COFI). The **training objectives** for this program are as follows:

- a) Introducing how case delay reduction and case management systems are used in U.S. courts;
- b) Introducing how information technology/court automation systems are used in U.S. courts;

- c) Identifying methods of using case management systems;
- d) Identifying methods of monitoring case management;
- e) Identifying best practices in court management that can be applied or customized for the Egyptian COFI;
- f) Discussing the role of the courts in serving the public;
- g) Identifying methods of continuing judicial education in U.S. courts;
- h) Discussing how budgets are drafted for U.S. courts; and
- i) Discussing how administrative decisions about court reform are made in U.S. courts.

The program also aims to facilitate discussions and professional linkages with U.S. judges and court technology staff – the court professionals who are using these automated case management systems every day.

The following is a list of issues/topic areas that pertains to the current work being done in pilot courts in Egypt:

Court Management

- What is the nature of the relationship between judges and staff in managing the business operations of the court?
- Are there regular meetings between judges and court staff?
- How often do judges in the court meet to discuss management issues?
- What kinds of reports are used to make business/budgetary/personnel decisions?
- How does the court do strategic and long-term planning?
- How are budgets formulated/reviewed/administered?

Time Standards for Case Processing and Disposition

- What kinds of time lines do various courts apply to the major types of cases?
- Who drafts such standards or time lines?
- What process is followed in developing them?
- How are time standards used to evaluate judicial management of caseload and/or attorney performance?
- What happens when attorneys do not show up for hearings?
- What are the remedies or sanctions when time lines are not met?

Caseflow Management at the Trial Court (First Instance) and Appellate (Second Instance) Levels

- How are the different steps in the flow of a case handled by U.S. courts?
- Who has the responsibility for carrying out each step? For example, who is responsible for the summoning and subpoena processes?
- Who controls the progress of the cases?
- If the court controls case progress, does this reduce delay?
- Are there standards to measure efficiency in civil cases, and if so, who sets them?
- How does the role of the court administrator relate to the caseflow management system? What exactly does a court administrator do?
- What kinds of case settlement processes are used for civil cases?
- How is ADR integrated into the court and caseflow system, and what is the process for getting parties to agree to a settlement or ADR conference?
- To what extent are judges involved in settlement?

- What kinds of different processing tracks exist for cases of differing complexity or special types of cases with special requirements?
- What forms and orders are used in connection with controlling case progress?
- How does a judge control postponements?
- How are scheduling issues handled?

Clerical Support of the Caseflow Management System

- How do case papers move through the clerk's office? How are they processed and on what kinds of timelines?
- How is work organized or divided up in a clerk's office?
- What role does the clerk's office play in monitoring case progress and whether cases meet deadlines?
- What caseflow functions do courtroom clerks or other judicial assistants perform that relieve some of the workload of the judges?

Use of Technology to Support Caseflow Management

- How has technology changed operations over the last 15 years?
- How do judges use e-mail, word processing, and Internet on a daily basis?
- How have courts handled the incorporation of technology into business operations, renovations, budget planning, training, and change management?
- How do automated systems serve courts, both from a case management perspective and a business operations perspective?
- What information is included in an electronic file?
- What statistics does a court keep, and how are these statistics used?
- How can Information Technology (IT) support caseflow management?
- What is the support mechanism for IT?
- How are IT systems developed and how are they maintained?
- How many people are on the IT staff?
- How is information shared with other courts and justice sector agencies?
- What problems has technology caused?

Continuing Judicial Education (CJE)

- How is curriculum developed?
- How are faculty members chosen?
- How are CJE courses evaluated?
- What type of training do Judges take to prepare them for enhanced caseflow management procedures and systems?

Other Issues

- What kinds of standardized forms are used in day-to-day court operations?
- How are law clerks selected and utilized by judges?
- What kind of information is made available by the court for the public/self-represented litigants?

5. Target Outputs

After returning to Egypt, the participants will:

- Select best practices from U.S. courts and apply them in ACOFI and MCOFI.
- Introduce case delay reduction systems in the courts.
- Utilize case management systems in the courts.
- Utilize automation for case management and case delay reduction.
- Develop methods to enhance court service to the public.
- Contribute to the development of appropriate judicial training courses.
- Integrate training on case delay reduction and time management into judicial education.



**Court Management and Court Automation:
Observational Study Tour to the U.S.A.
June 22 – July 2, 2006**

Reference Book

**Court Management and Court Automation
Observational Study Tour to the U.S.A.
June 22 – July 2, 2006**

Egyptian Ministry of Justice Participants:

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|---|--|
| 1. Counselor Dr. Mohamed Hosni Ali | Chief Judge at the Court of Appeals
Chief Justice of the Alexandria Court of First Instance |
| 2. Counselor Yousry Abdellah Mohamed Abdul Kerim | Chief Judge at the Court of Appeals
Chief Justice of the Mansoura Court of First Instance |
| 3. Counselor Medhat Salah El Din Bassiouny | Vice President of the Court of Cassation
Member of the NCJS Technical Bureau |
| 4. Counselor Ahmed Hany Mokhtar | Deputy Chief Justice at the Court of Appeals
Director of the Judicial Information Center |
| 5. Mr. Hesham Mokhtar Mostafa Abdul Rahman | Chief Judge at the Mansoura Court of First Instance |
| 6. Mr. Moataz Farouk Eissawy Fayed | Judge at the Alexandria Court of First Instance |

This study tour is conducted with funding from:



Court Management and Court Automation: Observational Study Tour to the U.S.A.

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Contact Information

EMERGENCY CONTACT NUMBERS

Cairo Contact Information: (All telephone numbers listed as they should be dialed from the U.S.)

Administration of Justice Support II Project Office

6 Boules Hanna Street, 2nd Floor

Tel. (011) (20-2) 331-0800

Fax: (011) (20-2) 762-5082

Jim Grabowski

Office: (011) (20-2) 331-0800

Mobile: (011) (20) 10-680-0127

Nadia Magdy:

Office: (011) (20-2) 331-0880

Mobile: (011) (20) 10-100-6144

Mary Frances Edwards

Office: (011) (20-2) 331-0805

Mobile: (011) (20) 12-170-9406

U.S. Contact Information: (To dial US from Cairo, dial 00-1 and the number)

1. Tour Escorts:

Hala Helmy, Technical Escort

Mobile: 012-310-6412 (from the US, dial 011-20-12-310-6412)

Jasmin Samy, Senior Judiciary Sector Specialist, USAID/Egypt

Mobile: 012-322-5109 (from the US, dial 011-20-12-322-5109)

Kala Finn, NCSC Program Escort

Mobile: 757-209-1119

Office (in Williamsburg, VA – can give her messages): 703-841-6914

Taoufik Ben Ammar, Arabic Interpreter

Mobile: 202-409-3994

Samir Kaibni, Arabic Interpreter

Mobile: 240-601-3229

2. Hotel Contact Information During Trip:

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, N.W.

Washington, D.C. 20015

Phone: 202-362-9300

Fax: 202-686-3405

3. AMIDEAST/Washington Contact Information:

Jackie Haralson, Contracts Manager

AMIDEAST/Washington

1730 M Street, NW, Suite 1100

Washington, DC 20036

Phone: 202-776-9654

Fax: 202-776-7054

Hadi Annous, Program Assistant

AMIDEAST/Washington

Phone: 202-776-9652

Fax: 202-776-7052

Per Diem and Flight Information

1. Per Diem Breakdown for the Washington, D.C. Area:

Total Meals and Incidental Expenses (M&IE):	\$64
Breakfast	\$10
Lunch	\$16
Dinner	\$25
Incidentals	\$13

Following USAID regulations, each participant will receive **\$486.00** as follows:

June 22	1.1	75% of Total M&IE:	\$48.00
June 23	1.2	M&IE without Breakfast and Lunch allowance for 1 day:	\$38.00
June 24-25	1.3	M&IE without Breakfast allowance (\$54) for 2 days:	\$108.00
June 26	1.4	M&IE without Breakfast and Lunch (\$38) allowance for 1 day:	\$38.00
June 27-June 30	1.5	M&IE without Breakfast (\$54) for 4 days:	\$216.00
July 1	1.6	75% of Total M&IE :	\$38.00
	1.7	TOTAL Per Diem for Meals and Incidental Expenses:	\$486.00

2. Lufthansa baggage restrictions (Economy Class):

Checked Baggage:

- 1) Each person may bring two baggage items at 23 kg or less for each bag. There is a charge of \$25 for each bag weighing more than that. Bags over 32 kg are not allowed. If you have any bag which weighs more than 32 kg, Lufthansa will require you to take out items and move them into a third bag; this third bag will cost US \$195.
- 2) The sum of the three dimensions (height + length + depth) of one bag may not exceed 158 cm. The sum of the three dimensions for both bags may not exceed 273 cm.

Carry-on Luggage:

- 1) Each passenger is permitted only one piece of hand luggage, which may not be larger than 55 x 40 x 20 cm and may not weigh more than 8 kg. (A foldable garment bag, no larger than 57 x 54 x 15 cm, may serve as your piece of hand luggage.)
- 2) In addition to your hand luggage, you may also take the following items on board:
 - a handbag, wrist bag or small bag with shoulder straps;
 - a coat, shawl or blanket;
 - an umbrella or walking stick;
 - a small camera or a pair of binoculars;
 - an appropriate amount of reading material for the journey; and/or
 - crutches or other orthopedic aids needed during the journey.

3. Detailed Itinerary for Flights:

1. Flight from Cairo to Frankfurt, Germany on June 22, 2006 (Please be at the Cairo Airport, Terminal 2 (new), 2½ hours prior to flight)

Date	From	To	Flight #	Departure Time	Arrival Time
22 June	Cairo International Airport	Frankfurt International Airport	LH 0653	05:25	08:45

2. Flight from Frankfurt, Germany to Washington, DC on June 22, 2006

22 June	Frankfurt International Airport	Washington Dulles International Airport	UA 8832	10:15	12:45
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You will be met at the Washington Dulles International Airport by Ms. Kala Finn of the National Center for State Courts.

3. Flight from Washington, DC to Frankfurt, Germany on July 1, 2006

Date	From	To	Flight #	Departure Time	Arrival Time
1 July	Washington Dulles International Airport	Frankfurt International Airport	UA 0952	18:47	09:10 on 2 July

4. Flight from Frankfurt, Germany to Cairo, Egypt on July 2, 2006

2 July	Frankfurt International Airport	Cairo International Airport	UA 8910	14:00	19:00
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Hotel Information and Travel Information

Court Management and Court Automation: Observational Study Tour to the U.S.A.

Throughout the Study Tour, you will be staying at the Embassy Suites Hotel, a five-star, highly rated hotel in Chevy Chase, Maryland, a wealthy suburb of Washington, D.C.

Address:

Embassy Suites Hotel at the Chevy Chase Pavilion
4300 Military Road, N.W.
Washington, D.C. 20015

Phone: 202-362-9300

Fax: 202-686-3405

Promotional information from the hotel says:

“The Embassy Suites Hotel Washington DC at the Chevy Chase Pavilion is located in the Chevy Chase Shopping District at the Friendship Heights Metro Station. Located in Northwest Washington DC, this full-service, upscale, all-suite hotel is just minutes from American University, National Zoo, National Cathedral, the University of the District of Columbia and Downtown Washington DC. The US Capitol, Smithsonian Museums, Washington Monument, Lincoln Memorial, World War II Memorial, Vietnam Veteran's Memorial, Arlington Cemetery, Kennedy Center and Jefferson Memorial are all just a short Metro ride away. The hotel is located nine miles from Reagan National Airport, twenty miles from Dulles International Airport and six miles from Union Station. Guests of the Embassy Suites Washington DC hotel at the Chevy Chase Pavilion hotel stay in spacious two-room suites and receive a complimentary cooked-to-order breakfast and a nightly manager's reception. High-speed Internet access is available throughout the hotel. Our guests also receive complimentary access to our extensive health and swim club and shopping discounts at the Georgette Klinger Spa, Steinmart and Bon Voyage Travel store.”

General Information about American Hotels:

1. **Breakfast:** Breakfast is included with the lodging at this hotel. Therefore, your per diem has had breakfast expenses deducted from it.
2. In all hotels, **avoid** the following services, which are very expensive and not covered by the lodging price:
 - Mini bar food or drinks (buy them outside – in the minibar they are very expensive – this includes water);
 - Telephone calls (the phone charges from hotels are much higher than regular charges from outside pay phones – if you need to make a long distance call to Egypt, ask escorts for assistance in this);
 - Subscription TV programs (some of the channels on the room's TV are “Pay per view” so that you need to tell the hotel you want to watch the show or movie and then you get an extra charge. They are expensive, and usually hotels have many cable channels that are free, including movie channels and other entertainment).

3. **Tips:** It is customary to tip the people who bring room service or other special services that you ask for. Tips are not reimbursable but are considered “incidental expenses” from your M&IE amount. Service charges are also added to the bills for having food brought to your room – you pay less if you eat in the hotel’s restaurant. Tipping in restaurants is customarily 15%-20%.
4. **Wake-up Calls:** You can ask the reception to call your room to wake you up at a certain time. There is no added charge for this.
5. **Hotel Deposits:** When you check in, the hotel normally asks for a credit card or \$50 as a security deposit for your extra charges. If you have a credit when you check out, you receive the balance. Because of this procedure, please plan to check out early.

General Information About Traveling in the U.S.:

1. What to Bring:

- **Medicine:** In the U.S., any medications you take for a medical condition are considered prescription and you will not be able to buy them at a pharmacy without a prescription from a U.S. doctor. Therefore, take all medications with you from Egypt. However, leave them in their boxes that have their name clearly identified in English, or they may be confiscated.
- **Clothes:** Bring comfortable loose-fitting clothes, and comfortable shoes. Airplanes, waiting areas, hotel rooms, and meeting rooms can be very cold. Carry a jacket or sweater with you to all your meetings. Plan to dress in layers.
- **Packing Considerations:** Pack light.

2. Entering the U.S.:

As you are aware, as a non-citizen entering the US you will have your passport and visa examined by an Immigration and Naturalization Service officer when you debark from your international flight. The person may ask you questions about the purpose of your trip, will scan your visa, will remove the envelope containing the form for the J-1 visa, and will ask you to do a finger scanning procedure like the one you have done at the U.S. Embassy at your visa interview. Please see the US Entry Procedures page for more information.

3. Airport Security:

All travelers must go through a security system before proceeding to gate areas in all U.S. airports. The security system includes removing all metal items from your person before passing through the metal detector (and putting them in a bin that goes through the luggage scanning machine). You may be asked to remove your shoes. Avoid the following items (or be prepared to remove them):

- Any clothes that contain metal
- Jewelry or watches that are made of other metal besides silver or gold

The following items should not be taken with you on the plane or they will be confiscated:

- Knife, nail file, other sharp metal object
- Cigarette lighter or matches

4. Traveling Comfortably:

As you do not have business meetings on your travel days, we urge you to dress as comfortably as possible, in loose-fitting clothes, and comfortable shoes.

5. Smoking:

Smoking is not permitted on airplanes, not even in the lavatories. In the airports, smoking is only permitted in designated areas. Do not smoke except in those areas; if in doubt, ask a security guard where smoking is allowed.

6. Leaving the U.S.:

Your escorts will make sure you go through the appropriate procedures at the Dulles International Airport when you depart the U.S. Your passport will be given an exit stamp and you may have to go through the finger scanning procedure again.

EXIT AND ENTRY PROCEDURES

There are two U.S. entry procedures:

1- Immigration office:

Present passport, the DS-forms and DC contact letter and they will process accordingly.

2- Registration program:

Depending on the airport, names are picked and called randomly and set in two colored folders either orange or green, each color has an office to be directed to. You will be directed to either one if your name was called.

If you have gone through this process, **YOU HAVE TO HAVE THE EXIT REGISTRATION STAMP ON YOUR PASSPORT-** upon departing from the US at the end of the program- you have to go to a help desk or the Immigration and Naturalization Service office to make sure you get this stamp.

There are also two EXIT PROCEDURES:

1- The normal procedures, if the airport you are departing from is NOT among the 14 airports listed on the US-Visit flyer (**Note: Dulles International Airport is NOT on the list so your departure should be easy**)

2- US –Visit Exit procedures for foreign visitors: In case you are departing from one of the 14 airports listed on the US-Visit flyer

(Note: We are including this information in case they have recently included Dulles International in this list)

At the boarding gate area, you will find stations for departures that look like an ATM machine and has the logo of **HOMELAND SECURITY and US Visit**

- a) you will scan your visa copy, the information will appear on the screen,
- b) you will be asked to insert left index
- c) then you will be asked to insert right index
- d) look upward to the camera
- e) A receipt will be printed- please keep receipt in your passport until you board on the plane. This receipt has a decoding for your hand print and pictures

Please note that since Egyptian passports are bigger in size than passports of other nationalities, you will have to bend the visa page a little bit while scanning it on the station. If you find difficulty in doing that, please seek an attendant's help.

Prayer Time and Weather Information



الشهر: 2006/6, 5-6 / 1427 هـ

جدول أوقات الصلاة

المدينة: USA , DC ,Washington

طريقة الحساب: الاتحاد الإسلامي بأمريكا الشمالية

المذهب الفقهي: شافعي، مالكي، حنبلي

اتجاه القبلة: 56.617418

(من الشمال باتجاه حركة عقارب الساعة)

اليوم	يونيو	هجري	الفجر	الشروق	الظهر	العصر	المغرب	العشاء
الخميس	1	5/5	4:13	5:44	1:07	5:02	8:28	10:00
الجمعة	2	5/6	4:12	5:44	1:07	5:02	8:29	10:01
السبت	3	5/7	4:12	5:43	1:07	5:03	8:30	10:02
الأحد	4	5/8	4:11	5:43	1:07	5:03	8:30	10:03
الاثنين	5	5/9	4:10	5:43	1:07	5:03	8:31	10:04
الثلاثاء	6	5/10	4:10	5:43	1:07	5:03	8:31	10:05
الأربعاء	7	5/11	4:10	5:42	1:08	5:04	8:32	10:05
الخميس	8	5/12	4:09	5:42	1:08	5:04	8:33	10:06
الجمعة	9	5/13	4:09	5:42	1:08	5:04	8:33	10:07
السبت	10	5/14	4:09	5:42	1:08	5:04	8:34	10:08
الأحد	11	5/15	4:09	5:42	1:08	5:04	8:34	10:08
الاثنين	12	5/16	4:08	5:42	1:09	5:05	8:35	10:09
الثلاثاء	13	5/17	4:08	5:42	1:09	5:05	8:35	10:09
الأربعاء	14	5/18	4:08	5:42	1:09	5:05	8:35	10:10
الخميس	15	5/19	4:08	5:42	1:09	5:05	8:36	10:10
الجمعة	16	5/20	4:08	5:42	1:09	5:06	8:36	10:11
السبت	17	5/21	4:08	5:42	1:10	5:06	8:36	10:11
الأحد	18	5/22	4:08	5:42	1:10	5:06	8:37	10:11
الاثنين	19	5/23	4:08	5:42	1:10	5:06	8:37	10:12
الثلاثاء	20	5/24	4:09	5:42	1:10	5:07	8:37	10:12
الأربعاء	21	5/25	4:09	5:42	1:10	5:07	8:37	10:12
الخميس	22	5/26	4:09	5:43	1:11	5:07	8:38	10:12
الجمعة	23	5/27	4:09	5:43	1:11	5:07	8:38	10:12
السبت	24	5/28	4:10	5:43	1:11	5:07	8:38	10:13
الأحد	25	5/29	4:10	5:44	1:11	5:08	8:38	10:13
الاثنين	26	5/30	4:11	5:44	1:12	5:08	8:38	10:13
الثلاثاء	27	6/1	4:11	5:44	1:12	5:08	8:38	10:13
الأربعاء	28	6/2	4:12	5:45	1:12	5:08	8:38	10:12
الخميس	29	6/3	4:12	5:45	1:12	5:08	8:38	10:12
الجمعة	30	6/4	4:13	5:46	1:12	5:09	8:38	10:12

This information on prayer times in Washington, DC for the month of June, 2006, was collected from the website www.islamicfinder.org

5 Day Forecast

15 June	17 June	18 June	19 June	20 June
				
Mostly Sunny	Sunny	Partly Cloudy	Partly Cloudy	Partly Cloudy
High: 27° Low: 19°	High: 30° Low: 19°	High: 33° Low: 22°	High: 33° Low: 24°	High: 34° Low: 23°

Month	High	Low	Avg Rainfall
June	31.7° C	19.4° C	10.69 cm

(Note: This information was collected on 15 June, 2006. Conditions may vary slightly on the week of June 22.)

Schedule Information

[Note: Here we will insert the official agenda on USAID letterhead]

**Background Information
on Structure of United States
Government & Courts**

[**Note:** Here we will insert the PPT presentation, 1 slide to a page, on the US court system]

AOJS II In-House Translation of Arabic Original

February 12, 2006

Jim Grabowski
Chief of Party
AOJS II

Dear Mr. Grabowski,

Reference to your letter dated January 24, 2006 concerning conducting a study tour in Washington DC in the United States for a number of MOJ officials starting from June 22, 2006 through July 1, 2006. Please be informed that on February 5, 2006 the Minister of Justice approved nominating the following officials to travel on the study tour:

<u>Name</u>	<u>Title</u>
Counselor Dr. Mohamed Hosni Ali	Chief Judge at the Court of Appeals Chief Justice of the Alexandria Court of First Instance
Counselor Yousry Adellah Mohamed Abdul Kerim	Chief Judge at the Court of Appeals Chief Justice of the Mansoura Court of First Instance
Counselor Medhat Salah El Din Bassiouny	Vice President of the Court of Cassation Member of the NCJS Technical Bureau
Counselor Ahmed Hany Mokhtar	Deputy Chief Justice at the Court of Appeals Director of the Judicial Information Center
Mr. Hesham Mokhtar Mostafa Abdul Rahman	Chief Judge at the Mansoura Court of First Instance
Mr. Moataz Farouk Eissawy Fayed	Judge at the Alexandria Court of First Instance

Counselor Ali Shakeeb
Assistant to the Minister of Justice for NCJS Affairs
Vice President of the Court of Cassation

NATIONAL CENTER FOR STATE COURTS
INTERNATIONAL PROGRAMS DIVISION

AGENDA

COURT MANAGEMENT AND COURT AUTOMATION STUDY TOUR
EGYPTIAN JUDICIAL OFFICIALS
June 22- July 2, 2006

DAY 1 – THURSDAY, June 22 – Travel to Washington, D.C.

0525 Fly from Cairo International Airport to Frankfurt International Airport
Flight# LH0653
Arrive in Frankfurt at 0845

1015 Fly from Frankfurt International Airport to Washington Dulles International
Airport
Flight# UA8832
Arrive in Washington, D.C. at 1245

The delegation will be met by Ms. Finn and Taoufik Ben Ammar, one of the
Interpreters, at the airport in the baggage claim area after they go through U.S.
Customs.

Travel by minibus to the Washington, D.C. Hotel

Check into Hotel

Embassy Suites Hotel at the Chevy Chase Pavilion
4300 Military Road, N.W.
Washington, D.C. 20015
Phone: 202-362-9300
Fax: 202-686-3405

Free time to get settled and go grocery shopping

DAY 2 – FRIDAY, June 23

0845 Meet in the Hotel Lobby near the front desk and elevators, and then go to the
Meeting Room with Ms. Finn: Newlands Boardroom

0900 NCSC Orientation covering the following items:
to 1000 Kala M. Finn, Esq., Director, International Visitors Education Program, NCSC

- Interpretation equipment
- Program agenda and logistics
- Complete emergency contact forms
- Discussing participant expectations
- Cultural orientation
- Questions: U.S. Court System

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1000 Coffee Break
to 1015

1015 Court Technology - The Impact of New Technology on Court Organization
to 1200 Jim McMillan, Principal Court Management Consultant – Technology Services

This session is an introduction to basic uses of computers and other technologies in the courts. Technologies that have been successfully integrated into court operations include, but are not limited to: facsimile transmission of documents, optical imaging, bar code technologies, video recording and conferencing, office automation, e-mail, courthouse and personal judicial security, and interactive voice and audio recording. Mr. McMillan will also discuss the manner in which technology is used as a case management tool and how these new technologies impact the way courts do business and serve their clients.

Mr. McMillan will also discuss lessons learned and what issues can be expected in the following areas as the Egyptian pilot courts roll out Phase I of the Enhanced Case Management Application (ECMA) software:

- Case initiation
- Fees calculation
- Case tracking by event
- Document archiving and management

Phase II will include:

- Software for the claims department to track collections
- End of case fee review (currently recalculation of fees is done after the case is over)
- Service of process tracking
- Judgment search capabilities
- A log to track all data entry, data corrections, and data deletions on all ECMA data

Closing the Day – Overview of the next day's program
Ms. Finn

1215 Travel via minibus to Friday Prayers

1300 Friday Prayers
Optional

Islamic Center of Washington, DC
2551 Massachusetts Avenue, N.W.
Washington, DC 20008

1400 Travel via minibus to Luncheon

1430 Luncheon Hosted by AmidEast at the University Club

****Due to a dress code at the restaurant, please do not wear blue jeans****

University Club Of Washington DC
1135 16th Street, N.W.
Washington, DC 20036
(202) 862-8800

Return to Hotel

Free time in Washington, D.C.

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Dinner on your own

DAY 3 – SATURDAY, June 24

0945 Meet in the Hotel Lobby

1000 Guided Tour of Washington, D.C. (tour conducted in Arabic)
to 1300

****Please be sure to wear comfortable walking shoes and to bring your camera – the tour will include sightseeing from a minibus as well as include short walks ****

Lunch on your own

Free time in Washington, D.C. – Optional Activities Listed Below

1100 National Capitol Barbecue Battle (Pennsylvania Ave. between 9th and 14th Streets)
to 2200 Optional

The Barbecue Battle features serious competition between top BBQ competitors, great BBQ restaurants from our area and around the country, cooking demonstrations, free food samples, interactive cooking displays and children's activities.

Tens of thousands of people witness barbecue teams and restaurants from around the country compete to win over \$15,000 in cash and prizes and a chance to represent the Mid-Atlantic United States at the Barbecue World Championship, Memphis.

1000 D.C. Caribbean Festival
1900 Optional

Parade starts at 10 am at Georgia & Missouri Avenues and heads south on Georgia Avenue. Parade culminates at Barry Place (across from Howard University) where activities continue at Banneker Park until 7 pm.

The highlight of the Carnival is the annual parade, which includes 25 colorful bands of masqueraders accompanied by the sweetest, most infectious music, will be dancing up a storm down Georgia Avenue from Missouri Avenue, NW to Banneker Park, NW across from the campus of Howard University.

1645 Meet in the Hotel Lobby and travel via metro to and from the Kennedy Center

1800 Free Concert at the Kennedy Center
to 1900 Optional

Dinner on your own

DAY 4 – SUNDAY, June 25

1100 Meet in the Hotel Lobby

1100 Shopping Excursion to Potomac Mills Outlet Mall and Wal-Mart
to 1700

Lunch on your own

Additional Optional Activities:

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1100 National Capitol Barbecue Battle (Pennsylvania Ave. between 9th and 14th Streets)
to 1930 Optional – See description above

1000 D.C. Caribbean Festival
1900 Optional – See description above

Dinner on your own

DAY 5 – MONDAY, June 26

0815 Meet in the Hotel Lobby

Beginning the Day – Introduction of the Day's Topics
Ms. Finn

0830 Depart Hotel via minibus and travel to the Washington, D.C. Superior Court

**** Please be sure to wear comfortable walking shoes. ****

0900 Meetings at the Washington, D.C. Superior Court
to 1130

H. Carl Moultrie Courthouse
500 Indiana Ave., N.W.
Washington, D.C. 20001
Executive Office: (202) 879-1700
Chief Judge Rufus King: (202) 879-1600

The participants will meet with Chief Judge Rufus G. King III of this first instance trial court. Discussions will focus on court administration, judicial decision making, and the utilization of a caseload management system to monitor judicial workloads and case resolution.

The participants will then meet with Ken Foor, Director of the IT department, to observe automated caseload management methods, and to see how electronic case filing works.

Participants will meet with Crystal Banks, Assistant Director for Judicial Education and the Center for Education and Training. They will also meet with Leah Gurowitz, Director of Public Relations, to discuss the ways in which D.C. Superior Court handles Community Outreach and Continued Legal Education Training for judges.

1130 Light lunch at Court Cafeteria
to 1200

1200 Return to Hotel via minibus

Hotel Meeting Room: Newlands Boardroom
Snacks, coffee, soft drinks, and juice will be provided in the afternoon.

1300 The Purpose of Courts, Leadership, and Managing Change
to 1530 Charles Ericksen, Vice President and Executive Director of the Institute for Court Management (ICM)

This session will provide an introduction to the purpose of courts and an overview of leadership and management techniques that will assist the participants in identifying their

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management/leadership styles, strengths and weaknesses. Leadership is the energy behind every court system and court accomplishment. Fortunately, and contrary to some received wisdom, leadership is not a mysterious act of grace. Effective leadership is observable and, to a significant extent, learnable. Academic debate about the difference between leadership and management has resulted in consensus that a difference exists, which is not a matter of "better" or "worse." Both are necessary "systems of action." In the memorable words of Warren Bennis: "Managers do things right. Leaders do the right things."

This session will empower the participants by stressing the important role each one of them plays in the important reform efforts they are spearheading. The session will help each participant identify their unique leadership skills, and how to use these skills to their greatest potential when managing staff and working with colleagues. During this session, Mr. Ericksen will also discuss the working relationship necessary between court managers and judges, and how best to managing change from a leadership perspective.

Break will take place as requested by participants

1545 Brief Overview of Court Administration in the United States and the Role of
1645 the Court Administrator
Ms. Finn

A heightened awareness of the need for managerial expertise to direct the complex operations of courts has resulted in the appearance and rapid growth in the United States of a new profession: the Court Administrator. Ms. Finn will provide an overview of the role of the court administrator, and discuss the relationship between the presiding judge and the court administrator and the balance of duty and authority that must be struck between these positions.

Break will take place as requested by participants

Closing the Day – Overview of the next day's program
Ms. Finn

Dinner on your own

DAY 6 – TUESDAY, June 27

0800 Meet in the Hotel Lobby and Depart Hotel via minibus

Beginning the Day- Introduction of the Day's Topics
Ms. Finn

**** Please be sure to wear comfortable walking shoes. ****

0930 Site visit- Fairfax County Circuit Court
to 1500 Barbara Kenney, Chief Deputy, Circuit Court and Records

Fairfax County Circuit Court
4110 Chain Bridge Road
Fairfax, VA 22030

Meeting with the Chief Judge of Fairfax Circuit Court (the largest trial court in Virginia)

The participants will meet with the Chief Judge Michael P. McWeeny of this large, urban trial court to discuss the following:

- Caseload Management in an urban trial court
- Administration of a large urban trial court
- Automation of an urban trial court
- Data reporting and the gathering of statistical information for the VA AOC
- Execution of judgments
- Continued legal education training

The Director of Information Management will brief the participants about the software and hardware used to automate the case management system used by this court, and the participants will tour a multi-purpose high-tech courtroom.

The participants will tour the courthouse and discuss issues such as court security, restricted access to chambers and the staff of judges, the use of signage throughout the complex, and the flow of people in the court (judges, court staff, the general public, and criminal defendants). The participants will also observe civil court proceedings, if there is such a proceeding scheduled on the docket for the day of the visit.

1200 Lunch on your own in the Circuit Court Cafeteria
to 1330

Meeting with the Clerk of Court, John T. Frey

Virginia does not have the position of Court Administrators in the courts. This job function is carried out by the Clerk of Court who is an elected official. Participants will meet with the Clerk of Court to tour the Clerk's office and discuss the following:

- Office set-up and work flow in the clerk's office
- How papers move through the clerk's office
- How work is organized in the clerk's office
- The role the clerk's office plays in assigning and monitoring cases

Participants will also discuss the following regarding Caseflow Management:

- The different steps in the flow of cases
- Responsible personnel in carrying out these steps
- Controlling and monitoring the progress of cases
- The role of the court administrator/clerk of court in relation to the caseflow process/system
- The kind of case processing tracks that exist for cases differing in complexity
- Standardized forms and orders used in controlling case progress and simplifying procedures
- How do judges handle postponements
- How judges and court staff work with self represented clients and interact with the public through Community Outreach Programs

In addition, participants will look at individual court files to see how they are created; organized; filed in a secure central location; tracked while moved around the court; and discuss the importance of retention and destruction policies.

1515 Depart Fairfax Circuit Court and travel via minibus to the Home of Jackie Haralson

1600 Dinner hosted by Ms. Haralson
1730

1730 Travel via minibus to Wal-Mart (Burke, VA)

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Optional Shopping Excursion

1800 Shopping at Wal-Mart
to 1930

Wal-Mart Store #5227
6000 Burke Commons Road
Burke, VA 22015

1930 Return to Hotel via minibus

Closing the Day – Overview of the next day's program
Ms. Finn

DAY 7 – WEDNESDAY, June 28

0815 Meet in the Hotel Lobby

**** Please be sure to bring your passport with you on this day (photo identification is required by security personnel at the U.S. AO.) ****

**** Please be sure to wear comfortable walking shoes as you will be going on a one-hour walking tour of the United States Supreme Court in the afternoon. ****

0815 Beginning the Day – Introduction of the Day's Topics
Ms. Finn

0830 Travel via minibus to the Administrative Office of the U.S. Courts

0930 Meeting with Staff of the Administrative Office of the U.S. Courts (U.S. AO)
to 1130

Administrative Office of the U.S. Courts
One Columbus Circle, NE
Washington, DC 20002-8003

Participants will meet with the following U.S. AO staff:

- R. Townsend Robinson – Deputy Assistant Director, Office of Judges Program
- Steven Schlessinger – Chief, Statistics Division
- Bruce Curran – Supervisory Information Technology Assistant
- Campbell McCarthy – Deputy Division Chief, Technology Division

The participants will have a briefing about the way in which the U.S. Federal Courts are administered, both at the national level through the Judicial Conference of the United States and at the circuit and district court levels through individual Federal court executives and clerks.

Roundtable Discussions

They will also meet with staff from the Court Technology Division in order to discuss the manner in which technology decisions are made for the Federal courts and the technology research into new innovations and techniques being conducted by this office. The participants will also have an opportunity to discuss the U.S. Federal Courts' new Case Management/ Electronic Case Files (CM/ECF) systems. CM/ECF not only replaces the courts' aging electronic docketing and case management systems, but also provides courts the capability to

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have case file documents in electronic format, and to accept filings over the Internet if they choose to do so.

Participants will then meet with staff from the Research and Statistics Division to discuss a variety of statistical and analytical techniques are used, including caseload forecasts and sophisticated work-measurement formulas, in conjunction with year-round program analysis and review of actual expenditures. This discussion will also address how reports and data are used in the allocation of resources to each court as well as the production of standard reports such as the Judicial Business of the U.S. Courts and the Federal Caseload Statistics.

Breaks will take place as requested by participants

1145 Travel via minibus to the United States Supreme Court

Site Visit – Supreme Court of the United States

1215 Lunch in the Supreme Court Cafeteria
to 1300

1300 Guided Tour of the Supreme Court
to 1400

U.S. Supreme Court
One First Street, SE
Washington, DC 20543

The delegation will have a private guided tour of the Court and an opportunity to visit the gift shop.

1400 Meeting with Clerk Suter of the United States Supreme Court
to 1445

1500 Walk to the Library of Congress

1530 Tour of the Library of Congress and return to Hotel via minibus
Optional

OR

1500 Travel via minibus to Union Station for shopping
Optional

1630 Return to Hotel via minibus

Closing the Day – Overview of the next day's program
Ms. Finn

Dinner on your own

DAY 8 – THURSDAY, June 29

0730 Meet in the Hotel Lobby

Beginning the Day – Introduction of the Day's Topics
Ms. Finn

0745 Depart via minibus for Annapolis, MD

0930 Site Visit – Court Information Office

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to 1130 Robert C. Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis, MD 21401

The Court Information Office (CIO) is responsible for planning, designing, and executing programs to inform and educate the public about the services, programs, and activities of the Judiciary. The Office focuses on developing programs and activities to increase the public's awareness of the court's role in the community. Ms. Rankin will describe CIO's many activities, including the publication of the Judiciary's quarterly newsletter and the administration of a judges' [Speakers Bureau](#). The Office produces educational brochures and videos, and works closely with judges and the community to promote such important issues as building public trust and confidence in the justice system. The Court Information Office keeps the public, through the media, apprised of newsworthy events by issuing press releases, and responds to media requests for information, statistics, and photographs.

1130 Depart the Court Information Office and travel via minibus to the Waterfront

1145 Lunch on your own at the Annapolis Waterfront
to 1330

1330 Depart Annapolis for Baltimore, MD

1400 Site Visit – U.S. District Court for the District of Maryland
to 1700 U.S. Courthouse
101 West Lombard Street
Baltimore, MD 21201

The participants will meet with: Chief Judge Benson E. Legg; Judge Davis (a trial court judge who taught at the Egyptian National Center for Judicial Education); other trial court judges; and court staff while at this federal, first instance trial court. The participants will discuss court administration; judicial decision making; court technology and the automated CM/ECF system; and the generation and utilization of case statistics, such as the Civil Justice Reform Act (CJRA) reports.

Judge Davis will explain the structure of the court and utilization of court staff. In particular, he will explain the function and advantages of the law clerk system in the US courts. Judge Davis will also describe, from a judge's point of view, the importance of the continued legal education training he receives from the Federal Judicial Center.

1700 Depart the U.S. District Court for the Inner Harbor

1730 Dinner, Sightseeing, and Shopping on your own at the Baltimore Inner
to 1930 Harbor

1930 Travel to Washington, D.C.

Closing the Day – Overview of the next day's program
Ms. Finn

DAY 9 – FRIDAY, June 30

0815 Meet in Hotel Meeting Room: Newlands Boardroom

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Beginning the Day – Introduction of the Day's Topics
Ms. Finn

0830 Overview of the Development and Implementation of Court
to 1130 Performance Standards and CourTools in the U.S.
Dale Kasparek

Although interest in determining how well trial courts are performing is not new in the U.S., attention to their public accountability and trial court performance standards is a recent phenomenon. While case management and delay reduction are, of course, important measures in determining court performance, these standards speak to a variety of performance areas. When successfully applied, these standards allow the courts to respond more confidently to criticisms, react more competently in crisis situations, develop goals and objectives for their courts' short- and long-term future and improve the public's trust and confidence in their court system. This session will present an overview of the development of these performance standards as well as information about their implementation both domestically and internationally.

Court Performance Standards and CourTools

CourTools is a set of ten trial court performance measures that offers court managers a balanced perspective on court operations. In designing the CourTools, the National Center integrated the major performance areas defined by the Trial Court Performance Standards with relevant concepts from successful performance measurement systems used in the public and private sectors. The ten CourTools measures:

- Reflect the fundamental mission and vision of the courts
- Focus on outcomes
- Are feasible, practical, and few

1015 Coffee Break

1130 Program Evaluation
to 1200

1200 Program Wrap-Up and Distribution of Certificates

1215 Travel via minibus to Friday Prayers

1300 Friday Prayers
Optional

Islamic Center of Washington, DC
2551 Massachusetts Avenue, N.W.
Washington, DC 20008

Travel via minibus to the Closing Luncheon

1500 Closing Luncheon

Phillips Flagship Seafood Restaurant
900 Water St. SW
Washington, DC 20024

Return to the Hotel via minibus

Free time in Washington, D.C. for Sightseeing and Shopping

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1100 Smithsonian Folklife Festival (National Mall)
to 2100 Optional

Initiated in 1967, The Smithsonian Folklife Festival is a national, even international, celebration of contemporary living traditions. The Festival typically includes daily and evening programs of music, song, dance, celebratory performance, crafts and cooking demonstrations, storytelling, illustrations of workers' culture, and narrative sessions for discussing cultural issues. The Festival encourages visitors to participate - to learn, sing, dance, eat traditional foods, and converse with people presented in the Festival program.

Over the years, it has brought more than 16,000 musicians, artists, performers, craftspeople, workers, cooks, storytellers and others to the National Mall to demonstrate the skills, knowledge, and aesthetics that embody the creative vitality of community-based traditions. To date the Festival has featured exemplary tradition bearers from 54 nations, every region of the United States, scores of ethnic communities, more than 100 American Indian groups, and some 50 occupations. Festivals typically include international, regional/state, occupational, and thematic programs.

This year FOOD CULTURE USA celebrates the extraordinary story of the American food revolution of the last 40 years. The program focuses on three of its driving forces: the immigration that has introduced new foods and tastes, the grassroots movement for sustainable agriculture and the role that chefs and cooks have played in encouraging appreciation for the great variety of American foodways.

Dinner on your own

DAY 10 – SATURDAY, July 1

1030 Meet in the Hotel Lobby and check out of the Hotel

**** One hotel room will be reserved as a late-check out room for the men to store their luggage in and freshen up in prior to departing for the airport. ****

**** One hotel room will be reserved as a late-check out room for the women to store their luggage in and freshen up in prior to departing for the airport. ****

Free time for shopping and sightseeing in Washington, D.C.

1400 Meet in the Hotel Lobby and load minibus with luggage

1430 Depart Hotel for the Airport

1847 Fly from Washington Dulles International Airport to Frankfurt International Airport
Flight# UA0952
Arrive in Frankfurt at 0910 on July 2, 2006

1400 Fly from Frankfurt International Airport to Cairo International Airport
Flight#: UA8910
Arrive in Cairo at 1900 on July 2, 2006