

TAPR IQC Egypt
Technical Assistance to Support Economic Policy Reform
USAID Contract No. 263-Q-00-97-00104-00
Deliverable for Task Order 8 – Technical Assistance to Support the Reform Activities of
the Government of Egypt and Provide Management Activities to the U.S.-Egyptian
President's Council

**Completion Report
Task Order 8**



Submitted to:
United States Agency for International Development / Egypt

Submitted by:
Chemonics International Inc.

November 30, 1999

COMPLETION REPORT

DATE: November 30, 1999

TO: Lisa M. Bilder, Contracting Officer (YF)

FROM: James A. Norris, Chief of Party

REF: (A) Technical Assistance to Support the Reform Activities of the Government of Egypt and Provide Management Activities (TAPR), Contract No. 263-Q-00-97-00104-00
(B) Task Order No. 8 (TO # 8) Contract No. 263-Q-00-97-00104-00

SUBJECT: Completion Report. Task Order No. 8 (TO # 8)

In accordance with reporting requirements set forth in TAPR's subcontract, Section F.7:

"The contractor shall prepare a completion report which summarizes the accomplishments of the assignment, methods of work used, and recommendations regarding unfinished and/or program continuation. The completion report shall also contain an index of all reports and information products produced by the subcontract."

The following completion report is organized in three sections:

- I. Task Objectives
- II. Methods of Work Used/ Summary of Accomplishments of the Assignment
- III. Recommendations Regarding Unfinished and/or Program Continuation
- IV. Summary Contents of the Deliverable Documents

I. Task Objectives

The overall goal of this activity as stated in TO # 8 is:

“...to provide technical and other assistance to the US-Egyptian Presidents’ Council in the furtherance of the objectives of the Council. The objectives of the Council are:

- *To promote private sector business development in Egypt and to enhance bilateral commercial ties; and*
- *To advocate Egypt’s economic reform agenda, enacting concrete measures to strengthen the business environment, staying the course on privatization, and reforming capital markets.*

The purpose coincides with the USAID strategic objective to increase trade and investment.

The activity was carried out by a two-person team:

- Ms. Nora Soliman, Project Specialist (Coordinator)
- Ms. Heidi Dodd, Data Specialist (Conference Coordinator)

The activity started October 18, 1999 and was completed on November 30, 1999

II. Methods of Work Used/ Summary of Accomplishments of the Assignment

The Statement of Work Section 1.4 called on the contractor to perform the following tasks:

Organize and handle all logistics for visits: Council meetings, conference calls, transport, lodging and events.

- The Contractor organized and handled all logistical arrangements for the U.S. Council visit in coordination with the Egyptian Council.
- Meetings were scheduled with select U.S. and Egyptian Government officials, in some cases with assistance from the Egyptian Council and the U.S. Embassy. In addition, three dinners were arranged in honor of the U.S. Council visit (hosted by Daniel C. Kurtzer, U.S. Ambassador to Egypt, Rashid M. Rashid, Chairman of Fine Foods and Egyptian Council member, and Moataz El Alfi, CEO of Cairo Food Industries and Egyptian Council member).
- The Contractor arranged one internal meeting for U.S. Council members only and two internal meetings for the entire U.S.-Egypt Presidents’ Council. These meetings were held at the Semiramis Hotel in Cairo.
- Conference calls between Cairo and Washington, D.C. were arranged to keep U.S. Council members informed of the agenda as it developed as well as events in Egypt related to the new Cabinet.
- The Contractor selected the Semiramis Hotel in Cairo as the venue for internal Council meetings during the visit. If requested, the Contractor made room reservations for U.S. Council members at the Semiramis Hotel and the Montazah Sheraton Hotel in Alexandria. The Contractor also arranged for meet and assist service at the Cairo Airport and, when

necessary, hired cars to transport U.S. Council members from the selected hotels to events and meetings in Cairo and Alexandria.

Plan agendas with the Council lead(s) for each event.

In cooperation with Council Co-Chairman Michael Gadbow, the Contractor provided assistance in the planning and preparation of Council meeting agendas.

Prepare briefing materials for Council members on the following occasions:

- *Visit to Egypt scheduled for October 22-29: The task shall include preparation of speeches, meeting organization, and media plans.*

At the request of Council Co-Chairman Michael Gadbow, the Contractor did not assist in the preparation of speeches.

The Contractor organized all Council-related meetings and events during the visit.

A media plan was developed to keep the local press informed of the Council's activities during the visit. This involved issuing a press release to nineteen relevant newspapers and news organizations and holding a press conference on October 27 attended by fifteen journalists. English translations of the press coverage are included in the back of this report.

- *Meetings of the Council both internal and with government officials.*

The Contractor arranged one internal meeting for the U.S. Council only and two internal meetings for the entire U.S.-Egypt Presidents' Council. These meetings were held at the Semiramis Hotel in Cairo.

In addition, the Contractor organized meetings with the following Egyptian Government officials:

Dr. Atef Ebeid, Prime Minister of the Arab Republic of Egypt
Dr. Youssef Boutros Ghali, Minister of Economy and Foreign Trade
Dr. Ismail Sallam, Minister of Health and Population
Dr. Mostafa Al Refa'ei, Minister of Industry and Technological Development
Dr. Hassan Khedr, Minister of Supply and Domestic Trade
Dr. Mokhtar Khattab, Minister of the Public Business Sector
Dr. Medhat Hassanein, Minister of Finance
Dr. Ahmed Nazeef, Minister of Communications and Data
The Governor of Alexandria, Mohamed Abdel Salam El Mahgoub

- *Subcommittee meetings and conference calls.*

At the time of the visit the Council had yet to determine the complete make-up of the three subcommittees, thus the Contractor did not schedule subcommittee meetings and conference calls.

- *Meeting/briefing by the U.S. Ambassador and representative to Egypt, usually by conference call.*
- *Meeting/briefing by U.S. Government agencies active in Egypt.*

With assistance from the U.S. Embassy and USAID, the Contractor organized two U.S. Government briefings in Cairo. Both were held at the U.S. Embassy on October 24, 1999.

The first meeting included briefings by the following U.S. Government officials:

Daniel C. Kurtzer, Ambassador
Reno Harnish, Deputy Chief of Mission
Dick Brown, USAID Mission Director
Richard LeBaron, Economic/Political Counselor
Bobette Orr, Foreign Commercial Service
Thomas Pomeroy, Foreign Agricultural Services
Marcelle Wahba, Public Affairs Officer

The second meeting presented information on the current activities of USAID in Egypt, particularly the following projects:

Development Economics Policy Reform Analysis (DEPRA) project
Capital Markets Development (CMD) Project
Privatization Monitoring and Evaluation Project

On October 21, 1999, the Contactor organized a pre-visit U.S. Council briefing with U.S. Government representatives from the Department of Commerce, U.S. Trade Representative's Office, Office of the Vice President, State Department, and Department of Energy. The Egyptian Ambassador to the U.S., Mr. Namil Fahmy, attended the latter portion of the briefing for a question and answer session with the members.

- *Meetings with relevant organizations/companies in Egypt.*

The Contractor organized meetings with the Alexandria Chamber of Commerce, the Alexandria Businessmen's Association and the Mubarak City for Science and Technology. In addition, Council members visited companies in the Amriya Free Zone and the Borg El Arab Industrial Zone (see attached agenda).

Provide a contact person, who will exchange information with Council members or their designated alternates and serve as a single point of contact on all Council-related matters.

Prior to the visit, Ms. Nora Soliman, based in Washington, D.C., kept U.S. Council members informed of arrangements being made in Egypt for the October 22-29 visit, and relayed any special requests by U.S. Council members to Ms. Heidi Dodd in Cairo. During the visit, Ms. Dodd kept U.S. Council members apprised of last minute changes to the schedule and details related to logistical information (e.g. transportation, departure times).

In preparation for the visit, Ms. Soliman prepared a detailed briefing book which was distributed during the pre-departure U.S. Government briefing in Washington, D.C. The book contained information on the new cabinet members, current information on the economic and political climate, profiles of the Egyptian members of the Council, as well as information on hotels, logistical arrangements, and press clippings of interest from the U.S. and Egyptian press.

III. Recommendations Regarding Unfinished and/or Program Continuation

To further the Presidents's Council overall objectives, the contractor recommends that administrative, logistical and technical support be made available to the U.S. Council. This support should include, but may not be limited to:

- coordinating all communication between members of the U.S. Council, the U.S. and Egyptian sides of the Council, and members (on both sides of the Council) of the three designated subcommittees.
- organizing and handling logistics for the U.S. Council meetings, conference calls and events in both the U.S. and Egypt;
- apprising U.S. Council members on relevant economic and policy developments in Egypt;
- providing reports, technical information and policy recommendations related to the Council's three subcommittee areas;
- providing outreach services to keep the public aware of the Council's activities in both the U.S. and Egypt;
- acting as a liaison between U.S. Council members and relevant U.S. Government agencies.

Due to the cyclical and somewhat sensitive nature of the Council's activities, the contractor recommends that support be provided to the U.S. Council on an on-going, yet demand-driven basis by persons hired specifically to provide support over the long term.

IV. Summary Contents of the Deliverable Documents

1. United State-Egypt Presidents' Council Mission Statement
2. Agenda November 23-28, 1999 Council Visit to Egypt
3. U.S. Members of the U.S.-Egypt President Council
4. Egyptian Members of the U.S. - Egypt Presidents' Council
5. Minutes of Council Meeting with Prime Minister, Dr. Atef Ebeid
6. Minutes of Council Meeting with H.E. Minister of Communications and Data, Dr. Ahmed Nazeef.
7. Minutes of Council Meeting with H.E. Minister the Public Business Sector, Dr. Mokhtar Kattab.
8. Minutes of Council Meeting with H.E. Minister of Finance, Dr. Medhat Hassanein.
9. Minutes of Council Meeting with H.E. Minister of Industry and Technological Development, Dr. Mostafa Al Rafa'ei.
10. Minutes of Council Meeting with H.E. Minister of Supply and Domestic Trade, Dr. Hassan Khedr.
11. Minutes of Council Meeting with H.E. Minister of Economy and Foreign Trade, Dr. Youssef Boutros Ghali
12. Minutes of Council Meeting with H.E. Minister of Health and Population, Dr. Ismail Sallam
13. Minutes of Partnership Briefing
14. Minutes of USAID Briefing
15. Minutes of Presidents' Council Meeting
16. Minutes of Meeting with Governor of Alexandria, Governor Mohamed Abdel Salam El Mahgoub
17. Minutes of Meeting with Director of the Amriya Free Zone, Mr. Mohamed Doh.
18. Minutes of Meeting /Tour of Mubarak City for Scientific Research and Technological Applications.
19. Minutes of Meeting with the Alexandria Businessmen Association.
20. Minutes of Meeting with the Dean of the Faculty of Engineering, University of Alexandria, Dr. Mohamed Abdel Hamid Ismail
21. Minutes of Presidents' Council Wrap Up Meeting.
22. Minutes of Meeting with USAID
23. Egypt-US Presidents' Council Subcommittee Membership.
24. Dashboard Notes
25. List of Egyptian Cabinet.
26. Collection of articles (10) from Egyptian press of the Council's Visit to Egypt.

27. Guest List for Dinner hosted by the Governor of Alexandria.
28. Guest List for Dinner hosted by the U.S. Ambassador, Mr. Aniel Kurtzer.