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# AMIDEAST

# اميد ايست

Administration of Justice Support Project  
Contract No. 263 - C - 00 - 95 - 00134 - 00

## Quarterly Progress Report

(July 1, 2003 – September 30, 2003)

ADMINISTRATION OF JUSTICE SUPPORT PROJECT  
(AOJS)

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

(AMIDEAST)

## TABLE OF CONTENTS

Background .....	1
Executive Summary .....	4
Task 2: Constituency Building .....	6
Task 3: Strengthening NCJS .....	7
Task 4: Judicial and Staff Training .....	11
Task 5:	
5 (a) Streamline Pilot Courts Procedures .....	15
5 (b) Automate Pilot Courts .....	19

### Annex:

#### I. AOJS In-Country Training Status Report

**ADMINISTRATION OF JUSTICE SUPPORT PROJECT (AOJS)**  
(USAID Contract No. 263-C-00-95-00134-00)

**Quarterly Progress Report for the Period ending September 30, 2003**

**Background**

The AOJS Project is a joint enterprise between AMIDEAST, USAID and the Government of the Arab Republic of Egypt's Ministry of Justice. The Project is a collaborative effort to provide an improved civil legal system in Egypt by achieving two principal results: first, improved efficiency in two pilot court systems, and second, the improvement of judges' knowledge and application of Egyptian civil law. The results are to be reached through these principal objectives:

1. Demonstration of administrative procedures, both manual and automated in pilot courts
2. Assistance to the National Center for Judicial Studies in both administration and curriculum
3. Demonstration of Judicial access to national databases from in-home computers

The first of these is a necessary condition for project success. Achievements in the second two objectives, without significant accomplishments in the first, would be insufficient to ensure that the project results are advanced. During the initial years of project implementation, the Government of Egypt has given increasing prominence to Judicial Reform. The President, the Prime Minister, the Minister of Justice and the Prosecutor General have all taken strong public stands on the importance of reducing case delay, ensuring the timeliness and quality of justice, and introducing modern management and appropriate automation into Egypt's courts. Each of these provides a basis for the undertakings of the AOJS project that are as follows:

Case delay reduction through administrative reform in two selected Pilot Courts, including positive action by judges in case management, more active judge's role in case scheduling, improved case processing, calendaring, record retention and improved administrative practices.

Development of automated systems and procedures, including automated case initiation and fee collection, pilot court automation assistance in connection with administrative and caseload management reform and the development, installation, training and ongoing support necessary to provide in-home computer capability for more than 70 test judges from the two Pilot Courts. In the Seventh and final year of the project the focus will be on ensuring that the automated systems become part of the daily work routine in the courts and that the supervisors and managers in the courts fully utilize the automated reports as management tools.

The end result should be both administrative and substantive improvements in the courts themselves. Improvements in the supporting institutions, especially the National Center for Judicial Studies, the judicial educational body of the MOJ, can promote the sustainability of progress made in the courts themselves.

The Project is organized around six specific tasks, which together are designed to achieve the principal goals. These tasks are:

1. Establishment of Project Office (Now Completed)
2. Constituency Building
3. Strengthening NCJS Research and Administration
4. Training Courses for New and Experienced Judges
5. Automation and Procedural Reform in Pilot Courts
6. Judges' Home-based Personal Computers (Now Completed)

Each of these tasks has been coordinated into the overall project design as a compatible phased-in part of the life of the project. In turn, the life of the project is broken down into yearly work plans, the first of which began on October 1, 1996, and continued until 31 September 1997. The Second workplan runs from Oct 1, until 31 December 1998. The Third workplan runs from 1 January 1999 until 31 December 1999. Fourth year workplan runs from January 1, 2000 until December 31, 2000. Fifth year workplan runs from January 1, 2001 until December 31, 2001. The scheduled AOJS end-date was 28 December 2001 and AOJS was granted an additional one year no-cost extension through December 2002. The sixth year workplan ran from January 1, 2002 until December 31, 2002, and the year seven plan runs from January 1, 2003 through June 30, 2003, and an amended year seven workplan will run from July 1, 2003 through March 31, 2004.

The execution of these tasks is the responsibility of a team, which consists of three working groups: 1) Court Administration; 2) Automation; 3) Judicial Education. Each of these groups is composed of US expatriate and Egyptian experts. The work of the team is coordinated by the Chief of Party who has extensive experience in project management and judicial education issues. The Chief of Party is assisted by an Egyptian Management Expert who focuses on areas related to policy and implementation.

This Project resulted from an initial request by MOJ for assistance in automation of court operations and ultimately grew to encompass various court administrative improvements. The contract contemplates a five-year work effort commencing March 1, 1996, although the majority of the work did not commence until approximately October 1, the date of commencement of the first-year workplan. The original life-of-project budget was \$17,300.00.

On March 5, 2003, USAID/Cairo approached Amideast regarding a nine-month funded extension that would take the Project through March 31, 2004. AMIDEAST submitted a technical and cost proposal for these nine additional months on March 12.

The proposed statement of work will focus on monitoring and evaluating the court administration and court technology activities that address case delay reduction in the two pilot courts, on selected technical assistance and training activities that target enhanced administrative capacity at the National Center for Judicial Studies, and on a variety of technical assistance and training activities that focus on replication strategies for the Judicial Information Center. To this end, USAID issued a Notice of Intent to Modify a Contract on March 27, indicating its intent to modify the AOJS Project contract for nine months of additional level of effort. On June 16, 2003, USAID/Egypt issued Amendment #11, extending the project through March 31, 2004 and providing an additional \$1,100,000 to the project budget.

### Executive Summary

The primary focus during the quarter was on the stability and sustainability of the project-developed case management systems in the two pilot courts. To this end, Project staff worked with both end users and supervisors to determine the level of activity for data entry and report usage on the Case Initiation and Receipting Network (CIRN) and the Case Management Application (CMA). The level of user activity throughout the quarter indicated a pronounced increase in the volume and accuracy of court case data in both pilot courts.

The Project also worked with the JIC senior managers and IT experts to have them interface more closely with the local CIRN and CMA software developers when addressing systems support and application enhancement issues. Increasingly, the Project's strategy is to have JIC handle decision-making tasks and the incorporation of strategic and operations planning regarding the maintenance and administration of the court automation systems in the two pilot courts.

During July, the Project held several meetings with JIC and NCJS senior managers to determine the exact technical specifications of the computer equipment and peripherals that Project will purchase to support automation activities at JIC, NCJS, and the two pilot courts. The Project then worked with the AMIDEAST Headquarters in Washington, D.C., to procure the commodities. The Project anticipates that the commodities will arrive in Cairo in late November.

The Project started to conduct the annual attorney survey this quarter with data collection efforts taking place at the North Cairo Court of First Instance. As in past years, one hundred attorneys will be asked to rate and to grade the processes in place at the Court. The results of the survey will be compiled and incorporated into the end-of-year results report.

On July 5<sup>th</sup>, the National Center for Judicial Studies launched its first generation website. The URL for the site is [www.ncjs.gov.eg](http://www.ncjs.gov.eg). The site, designed to promote the main activities and services of the Center, features a message from Counselor Farouk Seif El Nasr, the Minister of Justice; a message from Counselor Ali El Sadek Osman, Assistant to the Minister for NCJS Affairs, about the mission of the Center; general information about the Center's judicial education courses and activities; and a registration feature that allows judges to sign up for courses on-line. With this development, NCJS is the first Ministry of Justice work unit to have a stand-alone website. The AOJS Project will continue to work with the cognizant NCJS staff to finalize the portions of the website that are still under construction.

The Project started the Case Bank Automation Activity at NCJS. This first two phases of the four-phase activity were completed during this reporting period – an assessment of the case bank rooms and computer network infrastructure and an upgrading of the network infrastructure. The third phase of the activity also started with a short-term consultant being hired to devise a system for organizing case bank master files, outlining

the main data fields that will be featured on a customized case bank automation application, and designing a system for archiving the hard copies of the court cases that are most widely used for judicial education programs. The fourth phase of the activity, namely the development of the customized software package for the Case Bank, will be addressed next quarter.

The Project submitted the revised Implementation Plan for Year 7 to USAID/Egypt for review on July 31<sup>st</sup>. This Plan outlines technical assistance and training activities for the nine-month extension period, covering July 1, 2003 through March 31, 2004. USAID/Egypt approved the Plan on August 18<sup>th</sup>.

## **TASK 2: CONSTITUENCY-BUILDING**

### **ACTIVITIES PLANNED DURING PERIOD**

#### **July - September, 2003**

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

### **RESULTS ACHIEVED THIS QUARTER:**

#### **Activities Completed this Quarter are:**

**PILOT COURT MEETINGS:** The Chief of Party, Court Administration team members, and the Assistant to the Chief of Party met with the Chief Justices from each pilot court on several occasions during this quarter. The meetings continued to address strategies for dealing with the oldest pending cases, scanning of final judgments, and the utilization of CIRN- and CMA-generated management reports to focus on case delay reduction and the preparation for the beginning of the new Judicial year.

**PUBLICATION OF PROJECT NEWSLETTER:** The Project newsletter was prepared. This edition included articles that covered activities implemented jointly with the partner institutions over the 3<sup>rd</sup> quarter namely, the launch of scanning at NCC and the first JIC strategy planning workshop.

**MEETINGS WITH INTERESTED BUSINESS AND LEGAL GROUPS AND INDIVIDUALS:** The Chief of Party attended the international business association's monthly meeting, and met with senior-level managers from a host of multinational companies that have business operations in Egypt. The Assistant to the Chief of Party interacted with members of the business community on issues related to AOJS activities.

**MONITOR LOCAL PRESS:** Articles about the automation of government services continue to appear in the local press. Also, it was noted in the September 26, 2003 edition of El Akhbar newspaper that Counselor Mohamad El Manssi, the Chief Justice of South Cairo Court, said that starting this judicial year, the Court will implement the two hearing shift system: For the first time, the South Cairo Court will have morning and afternoon hearings. The Project is pleased with this development because it introduced the two hearing shift system in NCC as part of the workflow re-engineering process so that the Court could better utilize its physical and human resources in serving the public.

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

**ACTIVITIES PLANNED FOR THIS PERIOD**

**July – September, 2003**

1. SPSS Application Training Workshop – DT2/Vendor
  - 1.1 Design training workshop specifications
  - 1.2 Select vendor through market survey
  - 1.3 Design training program with vendor
  - 1.4 Implement workshop for NCJS Assessment and Evaluation Unit staff
  - 1.5 Monitor utilization of SPSS application for evaluation of judicial education programs
2. Case Bank Automation Activity – Facility Assessment
  - 2.1 Prepare statement of work for assessment
  - 2.2 Select vendor through market survey
  - 2.3 Conduct assessment of case bank rooms and computer network infrastructure
  - 2.4 Review report with NCJS management
  - 2.5 Finalize specifications for required upgrading of infrastructure
3. Case Bank Automation Activity – Facility Preparation
  - 3.1 Prepare and release Request for Quotation
  - 3.2 Review quotations and select vendor
  - 3.3 Implement required upgrading of facility
4. Case Bank Automation Activity – Archives Activity
  - 4.1 Prepare statement of work for activity
  - 4.2 Select vendor through interview process
  - 4.3 Implement statement of work
5. Case Bank Automation Activity – Systems Activity
  - 5.1 Prepare statement of work for activity
  - 5.2 Prepare and release Request for Quotation
  - 5.3 Review quotation and select vendor
  - 5.4 Implement statement of work

6. NCJS Website Activity
  - 6.1 Monitor utilization of website with NCJS and MenaNet, the website Developer
  - 6.2 Work with NCJS to develop materials for “under construction” sections of the site
7. Website Administration OJT Course
  - 7.1 Select vendor through market survey
  - 7.2 Implement course
  - 7.3 Monitor and evaluate results
8. Evaluation Methods Manual
  - 8.1 Prepare statement of work for activity
  - 8.2 Select vendor through market survey
  - 8.3 Design and develop manual
  - 8.4 Finalize manual and submit to NCJS

#### RESULTS ACHIEVED THIS QUARTER:

##### Activities Started During this Quarter:

**SPSS APPLICATION TRAINING WORKSHOP:** Through a market survey, the Project identified Dr. Ahmed Dewidar, one of the leading training program evaluation experts in Egypt, as the vendor that will be responsible for designing and implementing the SPSS Application training workshop for the NCJS Assessment and Evaluation Unit staff. Due to delays in procuring the software and receiving it in Cairo, the Project has scheduled the workshop for November 15 – 20 at the NCJS PCLL.

**CASE BANK AUTOMATION ACTIVITY – ARCHIVES ACTIVITY:** After preparing a statement of work for the Archives Activity, the Project conducted a series of interviews with candidates for a short-term consultancy and identified Ms. Soha Adel for this position. Ms. Adel started the consultancy on September 1<sup>st</sup>. The main tasks of the consultancy will entail devising a system to organize the hard copies of the court case master files that the Center utilizes in judicial education training programs for judges and prosecutors, outlining the main data fields that will be featured in a customized case bank automation application, and designing a system for archiving the hard copies of the court cases that are most widely used during the training programs. The Project anticipates that this consultancy will last for two months.

**CASE BANK AUTOMATION ACTIVITY - SYSTEMS ACTIVITY:** In August, NCJS indicated it will assign one of the new judges that will be appointed to the Center's

Technical Bureau at the beginning of the next judicial year to oversee the Case Bank Automation Activity. Therefore, the Project will address this part of the overall activity during next quarter.

**NCJS WEBSITE ACTIVITY:** On July 5<sup>th</sup>, NCJS launched its first generation website. The URL for the site is [www.ncjs.gov.eg](http://www.ncjs.gov.eg). The site features a message from Counselor Farouk Seif El Nasr, the Minister of Justice; a message from Counselor Ali El Sadek Osman, Assistant to the Minister for NCJS Affairs; general information about the Center such as its mission, its core management staff members, and overviews of its core judicial education courses; and a registration feature that allows judges to sign up for courses on-line. With this development, NCJS is the first Ministry of Justice work unit to have a stand-alone website. The Project will continue to work with the cognizant NCJS staff members to try to finish the portions of the website that are under construction during next quarter.

**WEBSITE ADMINISTRATION OJT COURSE:** Due to both schedule conflicts with NCJS staff and the need to complete the “under construction” sections of the website, the Project is planning to implement this course next quarter.

**EVALUATION METHODS MANUAL:** The Project identified Dr. Ahmed Dewidar as the individual best positioned to prepare this manual for NCJS. The manual will serve as a reference for the Assessment and Evaluation Unit staff, members of the Technical Bureau, and judicial educators affiliated with the Center. It will feature a glossary of key evaluation terms, an overview of Kirkpatrick's 4-level approach to evaluation, and a summary of the key concepts covered during the Evaluation Methods and the Evaluation Statistics, Analysis and Report training programs that the Project organized for the staff during the past year. Dr. Dewidar is scheduled to have the manual completed at the beginning of December.

Activities Completed this Quarter:

**CASE BANK AUTOMATION ACTIVITY - FACILITY ASSESSMENT:** In early August, the Project prepared a statement of work for the assessment of the physical infrastructure of the National Center for Judicial Studies' Case Bank department, and identified Mr. Bahgat Ishak, an independent IT consultant, as the vendor responsible for conducting the assessment and preparing a report for presentation to NCJS senior management. Mr. Ishak conducted the assessment from July 20 to 24, and submitted a report on July 27. The report contains a recommended computer infrastructure upgrade that would result in the Case Bank rooms' being connected to the NCJS IT server and the accompanying technical specifications. NCJS senior management approved the report.

**CASE BANK AUTOMATION ACTIVITY - FACILITY PREPARATION:** Utilizing the technical specifications identified during the facility assessment activity, the Project released a Request for Quotation to 6 local IT firms – IBM, Computer and Power Technology (CPT), Giza Systems, QuadraTech, Global Brands, and DM for Computers – on August 13. On August 18, the Project conducted an on-site orientation of the Case

Bank room and the overall NCJS computer network for interested vendors so that the vendors could submit quotations that addressed the exact specifications of the environment. Two firms attended this orientation. QuadraTech was then the only firm that submitted a quotation by the August 21 due date. The Project selected the firm because its quotation met the exact target technical specifications for the activity, and its price was determined to be reasonable.

QuadraTech performed the following tasks during the September 14 to 23 time frame:

1. installed 5 LAN outlets in the main Case Bank room;
2. connected the LAN outlets to the network switch on the 5<sup>th</sup> floor at NCJS;
3. installed all required electrical wiring and a grounding system;
4. upgraded the main switch on the NCJS power panel so that the electricity circuits can handle the extra electricity load; and
5. performed a complete test of the upgraded LAN and electrical system.

As a result of this activity, the main room of the Case Bank department is now connected to the NCJS LAN and is completely wired in preparation of the installation of the computer equipment that will be dedicated for the automation of the Case Bank files and documents.

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

None.

**TASK 4: JUDICIAL AND STAFF TRAINING**

**ACTIVITIES PLANNED FOR THIS PERIOD**

**July – September, 2003**

1. 8<sup>th</sup> National Court Technology Conference – DT2/Vendor
  - 1.1. Write training specifications for program and forward to DT2
  - 1.2. Obtain nomination letter from NCJS, obtain approval from USAID/Egypt, and forward to DT2
  - 1.3. Hold organizational meeting for participants at DT2 Project office
  - 1.4. Review and finalize draft program schedule
  - 1.5. Complete pre-departure administrative requirements
2. CMA V. 3.0 Data Entry Refresher Training Program – AOJS/Vendor
  - 2.1. Schedule training program with Chief Justice of North Cairo Court and vendor
  - 2.2. Implement 3 iterations of program
  - 2.3. Monitor and evaluate application and impact of training program results at the Court
3. Chief Justices Workshop – AOJS/Vendor
  - 3.1. Design technical framework for workshop with NCJS
  - 3.2. Prepare statement of work for competitive procurement process
  - 3.3. Review proposals from local vendors and select vendor
  - 3.4. Hold organizational meetings with vendor to address technical and administrative issues
  - 3.5. Announce program to Courts of First Instance through NCJS
4. JIC Strategy Planning Workshop – AOJS/Vendor
  - 4.1. Design technical framework for two-phase workshop with JIC
  - 4.2. Prepare statement of work for competitive procurement process
  - 4.3. Review proposals from local vendors and select vendor
  - 4.4. Hold organizational meetings with vendor to address technical and administrative issues
  - 4.5. Implement first part of two-phase workshop
5. Management Training for JIC Director – AOJS/Vendor
  - 5.1. Identify target areas for knowledge, skills, and abilities enhancement

- 5.2. Conduct market survey to determine off-the-shelf training options
- 5.3. Select courses and enroll Director
- 5.4. Implement courses
- 5.5. Monitor and evaluate results
6. Court Automation Systems Training – AOJS/Vendor
  - 6.1. Identify target areas for knowledge, skills, and abilities enhancement
  - 6.2. Conduct market survey to determine off-the-shelf training options
  - 6.3. Select courses and enroll court staff members
  - 6.4. Implement courses
  - 6.5. Monitor and evaluate results

#### **RESULTS ACHIEVED THIS QUARTER:**

##### Activities Started During this Quarter:

**8<sup>th</sup> NATIONAL COURT TECHNOLOGY CONFERENCE:** At the beginning of July, the Project worked with USAID/Egypt and the Development Training 2 Project to secure the unexpended funds from the AOJS-DT2 Training Plan to send 3 Ministry of Justice officials to attend this two-week, customized training program. The Project then worked with the National Center for Judicial Studies and the Judicial Information Center to define the overall technical scope of this training program, and prepared and submitted training specifications to the Development Training 2 (DT2) Project. DT2 subsequently selected the National Center for State Courts as the vendor responsible for designing and implementing the two-week training program. The overall training program is scheduled to take place from October 18 through November 1, 2003. The first week will feature a number of meetings and visits to institutions involved in information management and technology systems at federal- and state-level court in the WDC area. The second week will take place in Kansas City, Missouri, and will feature a visit to a federal court and participation in the 8<sup>th</sup> National Court Technology Conference.

**CHIEF JUSTICES' WORKSHOP:** The Ministry of Justice announced the annual judicial rotations on August 21, and 6 new Chief Justices were appointed to various Courts of First Instance. The Chief Justices at the two pilot courts retained their appointments for the coming year. Based on this development and due to scheduling conflicts between the beginning of the new judicial year and the start of Ramadan, NCJS requested that this training activity be implemented in December. The Project will work with NCJS during October to determine the exact technical scope of the workshop and the dates for implementation.

**JIC STRATEGY PLANNING WORKSHOP:** In consultation with the JIC senior management team, the Project designed a technical framework for the strategy planning

workshop that will focus on the basics of strategic planning, problem solving strategies, conflict resolution, and effective communication and interpersonal skills. The Project then sent an RFP on August 18 to 7 local training vendors to identify a firm for managing the technical, administrative, and logistical aspects of this workshop and the Chief Justices Workshop. 3 vendors submitted proposals for the workshop on the August 28 due date. The Project selected Cairo Seminar based on a combined assessment of the firm's technical and cost proposals.

The first phase of the two-phase training activity was held in Ain Sukhna from September 22 to 24. Dr. Gazia Zaatari, Cairo Seminar's management consultant served as the workshop facilitator, and the JIC Director and 16 senior managers from the Center participated in the event. The second phase of the workshop is scheduled to be held from October 7-9 in Alexandria.

**MANAGEMENT TRAINING FOR JIC DIRECTOR:** The Project met with Counselor Khaled Ghanem, the JIC Director, in August and determined that his priority training needs focus on the area of knowledge management. The Project then conducted a market survey of off-the-shelf training options, and selected a knowledge management training course that the Career Development and Consultations Academy offers. Counselor Ghanem is scheduled to attend this course from November 30 through December 11, the next time that the course is scheduled to be implemented.

**COURT AUTOMATION SYSTEMS TRAINING:** Based on discussions with the Chief Justice of the North Cairo Court and the JIC Director, the Project determined that the ability to prepare customized information management reports from the CMA application is the priority area of training for selected court and JIC staff members. Therefore, the Project identified three off-the-shelf training courses for this training activity: Domino Designer Fundamentals, Domino Application Architecture, and Using Lotus Script in Domino R5 Applications, as well as a customized course that focuses on Crystal Reports, the information management report writing tool featured in the CMA application. The Project will identify the training vendor and implement these courses next quarter.

Activities Completed this Quarter:

**CMA V.3.0 DATA ENTRY REFRESHER TRAINING PROGRAM:** At the request of the Chief Justice of North Cairo Court, and in consultation with the JIC senior management team, three iterations of this 3-day training program were implemented for 30 Circuit Clerks from the North Cairo Court. The purpose of this program was to re-acquaint the Clerks with all of the features of the CMA and to enhance their ability to utilize the application to support their work at the Court. The Project selected Intercom Enterprises as the training vendor for this course based on the firm's past performance in designing and delivering the course to the pilot court staff members in North Cairo and Ismailia.

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

None.

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

**TASK 5 A: STREAMLINE PILOT COURT PROCEDURES**

**ACTIVITIES PLANNED FOR THIS PERIOD**

**July – September 2003**

1. Case data verification and report generation
  - 1.1. Meet regularly with docket clerks, circuit clerks and supervisors to review ongoing strategies to update case information.
  - 1.2. Coach staff dedicated to data quality and improvement of data integrity
  - 1.3. Review logs
  - 1.4. Evaluate system reports
  - 1.5. Examine case information and compare with manual indexing books
  - 1.6. Case data verification
2. Document pilot court model systems
3. Conduct Attorney Survey
4. Business process re-engineering best practices
  - 4.1. Meet regularly with the chief justices and senior court managers to discuss ways to incorporate re-engineering procedures into the core-business strategy of the court.
  - 4.2. Monitor project designed and implemented reengineered procedures and workflows
5. Case management and delay reduction
  - 5.1. Meet regularly with the Chief Justices and judicial panels to review case management reports and delay reduction strategies
  - 5.2. Review case age reports
  - 5.3. Set goals for reducing backlog of older cases
  - 5.4. Provide in-depth analysis of case ages and event durations
  - 5.5. Provide feedback on data accuracy and integrity issues associated with their respective caseloads
  - 5.6. Coach judges on case management strategies and procedures based on CMA case management reports
  - 5.7. Identify workload trends along with associated cause/effect relationships

6. Reduce redundancy of manual procedures
  - 6.1. Work with the courts and MOJ to identify potential process and procedures and manual forms or books that can be eliminated or reduced
7. Monitor and assist with scanning and electronic document imaging procedures

## RESULTS ACHIEVED THIS QUARTER:

### Activities in Progress During this Quarter:

The primary focus during the quarter was on the stability and sustainability of the project-developed case management systems in the pilot courts. To this end, project staff met almost daily with both end users and supervisors to determine the level of activity for data entry and report usage on the CIRN and the CMA. The current level of end user activity indicates a pronounced increase in the volume and accuracy of court case data in both pilot courts.

To increase the level of confidence in case data precision, the Project worked closely with technical support staff, particularly at NCC, to identify cases that needed attention. Reports were run daily showing disparities in the number of pending cases vis-à-vis cases scheduled for future hearing. Additional reports showed cases assigned to incorrect panels. During the quarter, the difference between the reported number of pending cases and the scheduled hearings at NCC dropped by over 5,000. In Ismailia, that difference decreased by nearly 700. In Ismailia, the difference is now within a statistically reasonable range where that difference is basically made up of the cases to be updated with a day or so. In other words, the CMA accurately reflects the entire caseload at Ismailia.

One of the annual events that affects the CMA is the reassignment of cases after the general assembly\*. This exercise moved nearly 21,000 cases from one panel to another. The Project had previously advised the Chief Justice of the North Cairo Court of First Instance to make changes in a systematic way so that the transfers could be accomplished with minimal effect on court and CMA operations. Last year the process required additional data quality and technical support assistance for nearly the entire judicial year. However, this year, the Chief Justice transferred cases more uniformly and logically. For example, this year cases were transferred between panels holding hearing on the same day. In addition, whole dockets were transferred rather than portions of one panel's cases going to two or more panels.

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\* The general assembly is an annual meeting that the Ministry of Justice requires, where the Chief Justice meets all judges working in his court. The meeting includes discussions of the priorities of the court, expectations of judicial work and conduct, and the workload distribution for the judicial year.

Court staff at both NCC and ISC regularly review CMA and CIRN information for data quality. The Ismailia Court uses the hearing roll reports in every hearing. All civil, commercial and taxes panel utilize the hearing roll and post it outside the hearing room prior to the hearing. The public can check to see when they can expect their cases to be called by reviewing the order of cases on the roll. The hearing roll itself was designed to maximize the efficiency of the panel to call particular types of cases in a specific order. For example, First Hearings are called first, then those hearing that take less time, finally the cases being held for judgment. This design was a result of numerous committee meetings early in the project. The committee consisted of judges, court inspectors, court managers and supervisors, and clerks.

As NCC continues to increase its data quality work, the process of entering data into the CMA has also changed. The thirty (30) circuit clerks instructed to begin entering data for cases assigned to respective circuits continue to work daily on data entry and revision of caseload information. They are the ultimately responsible for the accuracy and timely updating of their own case information. The addition of these clerks continues to expand the capacity to the court's ability to handle the 50,000 cases filed each year.

To aid the court management with the oversight function of the circuit clerks, a supervisor was named. The supervisor has developed a number of reports that help the court track the amount and quality of work done. These reports are available to the Chief Justice and senior court management.

During the reporting period, the systems documentation was further refined and detailed. The Project is now compiling a complete list of the documentation in Arabic, including summaries of each document. The documentation is meant to aid the MOJ in its effort to replicate the court systems the Project has developed and implemented. This is a holistic approach to the idea of systems. For example, the re-engineering of court processes and procedures falls within the concept of a court system. Taken as a whole, the documentation can be used as a resource and guide for future efforts to modernize court operations as well as to provide a framework for future Ministry-led innovations.

The Project started to conduct the annual attorney survey this quarter with data collection efforts taking place at NCC. As in past years, one hundred (100) attorneys will be asked to rate and to grade the processes in place at the court. The results of the survey will be compiled and incorporated into the end-of-year results report.

Regular meetings were held at the court in ISC to discuss ongoing re-engineered processes and to look at continuous improvement. The Chief Justice in Ismailia remains a strong advocate of the case management practices that the Project encourages. This is particularly evident when it comes to addressing case delay and the reduction of the backlog of old cases.

The modifications to the CMA and CIRN that were introduced this quarter increased both the effectiveness and efficiency of the systems. CMA changes included an enhanced method of rescheduling case hearings. Previously, the docket clerk or circuit

clerk was required to update cases individually. Since many cases are postponed for the same reason, the system now allows users to select the cases using a simple "check mark" procedure, and the system automatically updates the cases. In addition, report generation was made more efficient. This modification was critical due to the increased number of hearing roll reports now generated at both courts.

The CIRN changes resulted in better reporting and elimination of recurring errors. While the errors did not greatly impact the overall performance of the system, the Project and the JIC have been concerned that continuous error messages would eventually disrupt the system and reduce the confidence of the court users. The CIRN system is now ready for final acceptance at the JIC, which the Project anticipates will occur early next quarter.

The following table represents the caseloads at the pilot courts during the 3<sup>rd</sup> quarter of 2003 for all civil, commercial and taxes cases:

North Cairo	Pending cases	Decided cases	Postponed for experts
Beginning 3 <sup>rd</sup> qtr	74,806	32,739	7,444
Ending 3 <sup>rd</sup> qtr	79,506	35,921	7,287

Ismailia	Pending cases	Decided cases	Postponed for experts
Beginning 3 <sup>rd</sup> qtr	4,140	7,480	1,019
Ending 3 <sup>rd</sup> qtr	4,591	8,257	945

The number of scanned judgments continued to rise. Ismailia began scanning all judgments in July, while NCC just began scanning commercial judgments in September. Through the end of the quarter, Ismailia had scanned 1,750 judgments, while NCC scanned 80.

Activities Not Begun this Quarter:

None

**TASK 5: AUTOMATION AND STREAMLINING OF PILOT COURT PROCEDURES****TASK 5B: AUTOMATE PILOT COURTS****ACTIVITIES PLANNED FOR THIS PERIOD****July 2003 – September 2003**

1. Meet regularly with the technical support staff of the pilot courts to discuss ways of improving information management systems both from a technical view and operational
  - 1.1. Define parameters for any system modification and develop implementation plans accordingly
  - 1.2. Provide advice to court technical staff on system “fixes” and work-arounds
2. Meet regularly with Judicial Information Center (JIC) management to discuss outstanding technology, sustainability and replication issues
3. Meet with JIC management to plan for the strategy planning workshop
4. Facilitate meetings to define and discuss replication from the point of view of technology, management, training, and rollout
5. Monitor imaging and electronic document procedures
6. Implement additional CMA modifications to enhance system performance
7. Monitor usage of error reporting forms and associated procedures
8. Monitor consumable supply utilization rates

**RESULTS ACHIEVED THIS QUARTER:****Activities in Progress during this Quarter:**

The Project continued to meet weekly with the directors of the JIC, Counselors Mohamed Salama and Khaled Ghanem. In order to provide an additional means whereby the JIC can track progress on issue and problem resolution, the meetings included a formal agenda with a corresponding schedule for follow-up or implementation of action.

As with the previous several quarters, the Project worked with the JIC on a number of issues relating primarily to sustainability of project-developed systems and applications. During the current period, the JIC started to work more closely with the software application vendors, particularly the CMA developers, Intercom Enterprises. This was a dynamic shift away from reliance on the Project to basically act as the middleman on systems support and application enhancement issues. Increasingly, the emphasis is on

JIC decision making efforts and incorporation of strategic and operations planning regarding the administration and maintenance of these systems in the two pilot courts.

As part of the transfer of knowledge to the JIC, the Project developed a draft plan for the future updating of the CIRN program. The plan outlines specific procedures for identifying needs, developing requirements, and implementing the changes.

During the quarter, the Project implemented the following changes/enhancements to the systems now in operation at the pilot courts:

- Modifications to the CMA designed to speed the entry of data, ensure accuracy, enhance the overall performance and responsiveness to the system, and correct some outstanding technical issues with the location and design of the CMA databases. The changes were designed to 1) create a new database for closed cases that will speed the search for cases that are pending and being updated; 2) add a function to modify cases aggregately, which will allow for scheduling subsequent hearings to be completed in a process similar to the manual work while taking advantage of the increased processing speed of the automated system; and 3) modify the way reports and hearing rolls are created in order to remove the process to another work area on the computer, thereby keeping the data entry system dedicated the Lotus database function instead of the Crystal Reports document creation utilities.
- The electronic archiving (document scanning) component of the CMA was adjusted to be more compatible and efficient.
- Installed a number of modifications to the Visual Basic and SQL programs in the CIRN. There were a number of error messages that interrupted the workflow and created undue delay in initiating cases.

During the entire life cycle of the software modification process, the JIC was heavily involved with every stage of development including parameter and requirement definition and implementation planning. The JIC played a key role in coordinating the on-site work as well as overseeing the actual software installation and testing.

After several meetings, the directors of the JIC approved a final agenda and schedule for an in-depth strategic planning workshop. The workshop (see the Task 4 section for additional details) consists of two primary training objectives - planning and implementation. The first phase of the workshop took place at the end of the quarter.

Additional facility enhancements were achieved at the North Cairo Court of First Instance (NCC). The 8<sup>th</sup> floor data entry room added two air conditioners and repaired a third unit in a separate data entry room also on the 8<sup>th</sup> floor. Two scanners were also made operational. In addition, a cadre of technical support and end users worked closely with the software developer and JIC technical staff so that the system could be tested and the first judgment scanned on 21 September. Currently, commercial judgments are scanned at NCC while all judgments (civil/commercial) are scanned in Ismailia.

The accuracy of case data in the CMA continues to improve at both pilot courts (see Task 5A for a more detailed review of the data quality). An important factor in the

improvement of data quality and reduction of errors has been the daily, on-site presence of JIC technical staff at NCC. Often two JIC staff members spend the workday at the court to resolve both technical and user related problems.

The Project developed a comprehensive plan for procuring additional hardware for the JIC and NCJS. The hardware includes:

- Workstations for the CIRN – The courts have greatly improved their utilization of the system by adding all civil and commercial types of cases to the automated initiated process. A change in the law now transfers jurisdiction of all labor-type cases from the partial courts to the courts of first instance.
- Workstations for the NCJS case bank system.
- Scanners to allow increased capacity for NCC to ISC to scan all civil case type judgments.
- Printers, switches, and additional storage to enable the CMA and CIRN systems to handle increasing capacity requirements.
- Workstations for JIC that will enable improved capabilities to test, document and implement technical support solutions for the project developed systems.

Activities Not Begun during this Quarter:

Facilitate meetings to define and discuss replication from the point of view of technology, management, training, and rollout. Replication issues are not being discussed currently.

**AOJS In-Country Training Status Report**

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1996	1	Oct.										
		Nov.										
		Dec.										
	This Quarter											
Previous Quarter												
Total Quarters								0	0	0	0	
1997	2	Jan.						0	0	0	0	
		Feb.						0	0	0	0	
		Mar.	<i>Constituency Building:</i>								0	
			* Forum 1: AOJS Orientation for Judiciary in Upper Egypt	2	AOJS	03/16	03/16	25	8	1	33	
	This Quarter								25	8	1	33
	Previous Quarter								0	0	0	0
	Total Quarters								25	8	1	33
	3	Apr.							0	0	0	0
		May	<i>Constituency Building:</i>									
				* Forum 2: AOJS Orientation for Judiciary in Lower Egypt	2	AOJS	05/05	05/07	37	15	3	156
Jun.		<i>Constituency Building:</i>										
		* Forum 3: AOJS Orientation for Judiciary in Cairo & Middle Egypt	2	AOJS	06/09	06/11	37	14	3	153		
		<i>Administrative Overview of Judicial Education:</i>										
		* Fundamentals of Judicial Educational Philosophy & practices	3	AOJS	06/14	06/15	7	0	2	14		
This Quarter								81	29	8	323	
Previous Quarter(s)								25	8	1	33	
Total Quarters								106	37	9	356	
1997	4	Jul.						0	0	0	0	
		Aug.						0	0	0	0	

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
		Sept.						0	0	0	0	
	This Quarter							0	0	0	0	
	Previous Quarter(s)							106	37	9	356	
	Total Quarters							106	37	9	356	
1997	1	Oct.										
		Nov.	<i>Management Training:</i> * Leadership Skills Development Workshop	3	AOJS	11/09	11/11	22	0	3	66	
		Dec.	<i>Management Training:</i> * Time Management Workshop	3	AOJS	12/07	12/09	22	0	3	66	
	This Quarter								44	0	6	132
	Previous Quarter(s)								106	37	9	356
	Total Quarters								150	37	15	488
1998	2	Jun.										
		Feb.	<i>Training of Trainers:</i> * TOT (NCJS Faculty Group 1)	3	AOJS	02/21	03/04	19	0	10	190	
		Mar.	<i>Civil Law Training:</i> * Commercial Cases Program (Alexandria)	4	AOJS	03/21	03/26	26	0	6	156	
	This Quarter								45	0	16	346
	Previous Quarter(s)								150	37	15	488
Total Quarters								195	37	31	834	

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1998	3	Apr.	<i>Management Training:</i> • Group Dynamics Workshop	3	AOJS	04/12	04/14	22	0	3	66
		May	<i>Training of Trainers:</i> • TOT (NCJS Faculty Group 2)	3	AOJS	05/17	05/27	21	0	9	189
		Jun.	<i>Civil Law Training:</i> • Commercial Cases Program (Port Said)	4	AOJS	06/13	06/18	35	0	6	210
			<i>Management Training:</i> • Problem Identification & Solving Workshop	3	AOJS	06/15	06/17	22	0	3	66
1998	This Quarter							100	0	21	531
	Previous Quarter(s)							195	37	31	834
	Total Quarters							295	37	52	1,365
1998	4	Jul.	<i>Management Training:</i> • Decision Making Workshop	3	AOJS	07/19	07/21	22	0	3	66
		Aug.	<i>Court Administration Training:</i> • AOJS Orientation Seminar for NCC Admin. Supervisory level	5	AOJS	08/11	08/11	0	49	1	49
			• AOJS Orientation Seminar for NCC Admin. Supervisory level	5	AOJS	08/12	08/12	0	54	1	54
			• Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	08/22	08/25	0	26	4	104
			• Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	08/29	09/01	0	29	4	116

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1998	4	Sept.	<b>Computer Training:</b>								
			• Windows 95 level 1 for NCJS group A	3	DT2	09/01	09/21	5	11	12	192
			• Windows 95 level 2 for NCJS group A	3	DT2	09/22	10/11	5	14	10	190
			<b>Court Administration Training:</b>								
			• Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	09/05	09/08	0	29	4	116
			• Change Agent Skills Course for NCC Admin. Supervisory staff	5	AOJS	09/12	09/15	0	29	4	116
			<b>Training of Trainers:</b>								
			• TOT (NCJS Faculty Group 3)	3	AOJS	09/19	09/24	17	0	6	102
			<b>Civil Law Training:</b>								
			• Seminar on Implementation of the WTO Anti-Dumping & Subsidies Agreement-Cairo	4	AOJS	09/21	09/21	45	0	1	45
• Seminar on Implementation of the WTO Anti-Dumping & Subsidies Agreement-Alexandria	4	AOJS	09/23	09/23	25	0	1	25			
		<b>This Quarter</b>						119	241	51	1,175.00
		<b>Previous Quarter(s)</b>						295	37	52	1,365
		<b>Total Quarters</b>						414	278	103	2,540
1998	"5"	Oct.	<b>Management Training:</b>								
			• Budgeting for Non-Budget Staff Workshop	3	AOJS	10/12	10/14	22	0	3	66
			<b>Computer Training:</b>								
			• Typing Skills for NCJS group A	3	DT2	10/12	10/19	5	19	5	120
• MS Word level 1 for NCJS group A	3	DT2	10/20	11/04	5	14	10	190			
<b>Civil Law Training:</b>											
• Commercial Cases Program-Ismailia	4	AOJS	10/31	11/05	27	0	6	162			
1998	"5"	Nov.	<b>Computer Training:</b>								
			• Windows 95 for Pilot Courts Home PC Judges	6	AOJS	11/07	11/30	74	0	12	888
			• Windows 95 for NCJS group B	3	DT2	11/22	12/09	5	10	12	180
• Excel level 1 for NCJS group A	3	DT2	11/24	12/09	5	12	10	170			

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
		Dec.	<i>Management Training:</i> * Techniques for Ministerial Operations Workshop	3	AOJS	11/08	11/10	23	0	3	69	
			<i>Civil Law Training:</i> * Intellectual Property Rights Conference (CLDP/NCJS/AOJS)	4	AOJS	12/14	12/16	124	0	3	372	
			<i>Computer Training:</i> * Typing Skills for NCJS group B	3	DT2	12/13	12/20	5	20	5	125	
			* MS Word level 1 for NCJS group B	3	DT2	12/21	01/05	5	12	10	170	
		This Quarter							300	87	79	2,512.00
		Previous Quarter(s)							414	278	103	2,540
		Total Quarters							714	365	182	5,052
1999	1	Jan.	<i>Computer Training:</i> <i>1. Pilot Court Home PC Judges Training:</i> * Laptop PC set up & configuration groups A, B, D & G	6	AOJS	01/02	01/04	42	0	3	126	
			* The Internet & Legal Research, groups A, B, D & G	6	AOJS	01/09	01/11	42	0	3	126	
			* Laptop PC set up & configuration groups C, E & F	6	AOJS	01/05	01/07	31	0	3	93	
			* The Internet & Legal Research, groups C, E & F	6	AOJS	01/12	01/14	31	0	3	93	
			<i>2. Computer Literacy Courses:</i> * Excel level 1 for NCJS group B	4	DT2	01/06	02/01	5	13	10	180	
			* MS Word 97 for Pilot Court Judges groups A, B, D & G	5	DT2	01/23	02/13	31	0	10	310	
			* MS Word 97 for Pilot Court Judges groups C, E & F	5	DT2	01/26	02/16	31	0	10	310	
			Feb.	<i>Computer Training:</i> <i>1. Computer Literacy Courses:</i> * MS Word 97 level 2 for NCJS group A	4	DT2	02/02	02/16	5	12	9	153
		* Excel level 2 for NCJS group A	4	DT2	02/17	03/13	5	15	14	280		

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
		Mar.	<b>2. Computer Technical Support Training:</b>								
			* Windows NT Training	4	AOJS	02/07	02/09	0	6	3	18
			* PC Maintenance & Support	4	AOJS	02/14	02/18	0	6	5	30
			<b>Computer Training:</b>								
			<b>1. Computer Literacy Courses:</b>								
			<b>A. NCC Typing Pool Computer Training:</b>								
			* Windows 95 for groups A, C & F	5	DT2	03/06	04/05	0	30	12	360
			* Windows 95 for groups B, D & E	5	DT2	03/09	03/25	0	28	9	252
			<b>B. NCJS Computer Training:</b>								
			*MS Word 97 level 2 for NCJS group B	4	DT2	03/16	03/31	5	16	10	210
		<b>Management Training:</b>									
		<b>Implementing Change Program:</b>									
		*Court Customer Service group A	5	AOJS	03/06	03/08	0	25	3	75	
		* Court Customer Service group B	5	AOJS	03/09	03/11	0	26	3	78	
		* Court Customer Service group C	5	AOJS	03/13	03/15	0	25	3	75	
		* Court Customer Service group D	5	AOJS	03/17	03/19	0	25	3	75	
	This Quarter							228	227	116	2,844.00
	Previous Quarter(s)							714	365	182	5,052.00
	Total Quarters							942	592	298	7,896
1999	2	Apr.	<b>Computer Training:</b>								
			<b>1 - Computer Literacy Courses:</b>								
			<b>A - NCC Typing Pool Computer Training:</b>								
			* Typing Skills for groups B,D & E	5	DT2	04/06	04/14	0	28	5	140
			*Typing Skills for groups A,C & F	5	DT2	04/10	04/19	0	28	4	112

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
1999	2		B - NCJS Computer Training: * MS Excel Level 2 for group B	4	DT2	04/07	05/05	5	15	14	280
			Case Mgmt. Conference "The Positive Role of the Judges, etc..."	5	AOJS	04/18	04/21	84	0	3.5	294
		May	Computer Training: A - NCC Typing Pool Computer Training: * MS Word Level 1 for groups B,D&E * MS Word Level 1 for groups A,C & F	5	DT2	04/15	05/06	0	30	10	300
				5	DT2	04/24	05/17	0	30	10	300
			B - NCJS Computer Training: * Power Point for group A	4	DT2	05/09	05/19	6	10	8	128
		Jun.	Computer Training: A - NCJS Computer Training: * MS Access Level 1 for group A * Internet for group A * Power Point for group B	4	DT2	05/23	06/09	5	13	12	216
				4	DT2	06/13	06/16	5	5	4	40
				4	DT2	06/20	06/30	4	9	8	104
		Jun.	B - NCC Staff computer Training: * Excel & Applications	5	AOJS	05/25	06/16	0	8	16	128
			C - Pilot Court Home PC Judges Training: * CID - ROM & Legal Research for NCJS judges	6	AOJS	06/20	06/23	10	0	1	10
			Management Training: * Implementing the Change" Developing NCC Supervisors Skills Workshop" Group A	5	AOJS	06/12	06/14	0	24	3	72
			* Developing NCC Supervisors Skills Workshop - Group B	5	AOJS	06/15	06/17	0	24	3	72
			* Developing NCC Supervisors Skills Workshop - Group C	5	AOJS	06/19	06/21	0	27	3	81
			* Developing NCC Supervisors Skills Workshop - Group D	5	AOJS	06/22	06/24	0	25	3	75

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
	This Quarter							119	276	107.5	2,352.00
	Previous Quarter(s)							942	592	298	7,896
	Total Quarters							1,061	868	405.5	10,248
1999	3	Jul.	<b>New Judges Orientation Program</b>	4		07/03	08/04	145	0	24	3480
			<b>Computer Training</b>								
			<b>1. Computer Literacy Training</b>								
			<b>A. NCJS Computer Training:</b>								
			* MS Access Level 1 for Group B	4	DT2	07/04	07/21	19	0	12	228
			<b>D. Access/ Excel &amp; Applications for NCC Staff</b>	5	AOJS	07/10	07/27	0	16	10	160
			<b>A. NCJS Computer Training:</b>								
			* Internet for Group B	4	DT2	07/25	07/28	12	0	4	48
		Aug.	<b>New Judges Orientation Program</b>	4		08/06	09/09	150	0	24	3600
			<b>Computer Training</b>								
			<b>1. Computer Literacy Courses</b>								
			<b>B. Ismailia Court Staff Computer Training:</b>								
			* Windows 98	5	AOJS	08/07	08/18	0	20	10	200
			* MS Word 97	5	AOJS	08/21	08/31	0	20	10	200
			<b>C. Pilot Court Home PC Judges Training:</b>								
			* CD-ROM & Legal Research for Ismailia Judges	6	AOJS	08/16	08/17	13	0	2	26
			<b>2. Abbreviated Windows 95 - for NCC Staff</b>	5	AOJS	08/21	08/26	0	12	3	36
			<b>Management Training:</b>								
			<b>Implementing Change Program</b>								
			* Follow-up, Monitoring & Evaluation and Report Writing		AOJS						
			<b>Developing skills workshop for NCC Supervisors:</b>								
			* Group A	5	AOJS	08/28	08/30	0	26	3	78
			* Group B	5	AOJS	08/31	09/02	0	26	3	78

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	3	Sept.	<i>Implementing Change Program Continued:</i>									
			• Follow-up, Monitoring & Evaluation and Report Writing Developing skills workshop for NCC Supervisors:									
			• Group C	5	AOJS	09/04	09/06	0	26	3	78	
			• Group D	5	AOJS	09/07	09/09	0	26	3	78	
			<i>Computer Training</i>									
			D - Computer Technical Support Training:									
			• Networking Essentials Course # 578	4 & 5	AOJS	09/05	09/09	0	8	4	32	
			• PC Trouble shooting & Superficial Maintenance Training for Ismailia Court+D354	5	AOJS	09/28	09/30	0	2	3	6	
			<i>I. Computer Literacy Courses</i>									0
			D. Access/ Excel & Applications for NCC Staff	5	AOJS	09/11	09/25	0	8	10	80	
<i>Advanced Training of Trainers "TOT"</i>	3	AOJS	09/12	09/22	18	0	8	144				
This Quarter							357	190	136	8,552.00		
Previous Quarter(s)							1,061	868	406	10,248		
Total Quarters							1,418	1,058	542	18,800		
1999	4	Oct.	<i>A- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</i>									
			• Hardware Capabilities Course	5	AOJS	09/29	09/30	0	18	2	36	
			• Administrators course for fees estimation functions	5	AOJS	10/03	10/05	0	11	3	33	
		• Cashiers general course	5	AOJS	10/10	10/14	0	18	1	18		
		Nov.	<i>Computer Training</i>									
			B- Windows NT Training									
	• Course #803	5	AOJS	10/31	11/04	0	7	5	35			
	• Course #922	5	AOJS	11/14	11/22	0	7	7	49			

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
1999	4		<i>Training of Trainers</i>									
			A- Basic TOT	3	AOJS	10/30	11/10	21	1	10	220	
			<i>Civil Law Training</i>									
			* CLDP Anti-dumping	3	AOJS	11/08	11/11	18	0	4	72	
			<i>Implementing Change Program</i>									
			*Developing Leadership Skills for North Cairo Court Supervisors									
1999	4	Nov.	Group A	5	AOJS	11/20	11/22	0	25	3	75	
			Group B	5	AOJS	11/23	11/25	0	25	3	75	
	Dec.	Group C	5	AOJS	11/27	11/29	0	28	3	84		
		<i>Implementing Change Program</i>										
		* Developing Leadership Skills for North Cairo Court Supervisors										
		Group D	5	AOJS	11/30	12/02	0	25	3	75		
		<i>Computer Training</i>										
		B- Windows NT certification exam	5	AOJS	12/02	12/02	0	7	1	7		
<i>Training of Trainers</i>												
			B- Computer TOT	3	DT2	10/10	12/02	2	9	31	341	
	This Quarter						41	181	76	1,120		
	Previous Quarter(s)						1,418	1,058	542	18,800		
	Total Quarters						1,459	1,239	618	19,920		
2000	1	Jan.	<u>II- Civil Law and Related Training:</u>									
			"Positive Role of the Judge" seminar, Inspection Dept. - Group 1	4	AOJS	23/01	23/01	20	0	1	20	
			"Positive Role of the Judge" seminar, Inspection Dept. - Group 2	4	AOJS	25/01	25/01	20	0	1	20	

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2000	1	Feb.	<u>I- Case Management Application (CMA) Training:</u>									
			Abbreviated Windows	4,5	DT2	26/02	01/03	1	12	5	65	
			Computer Maintenance and Administration Training (CMA System Support)									
			Introducing the Notes Client	5	DT2	13/02	13/02	0	7	1	7	
		Feb.	Working in Domino Database	5	DT2	17/02	17/02	0	7	1	7	
			Maintaining a Domino Server Infrastructure	5	DT2	20/02	23/02	0	7	4	28	
			Maintaining Domino Users	5	DT2	24/02	24/02	0	7	1	7	
			Computer trouble shooting	4,5	AOJS	27/02	02/03	0	4	5	20	
			<u>II- Civil Law and Related Training:</u>									
			New Judge Orientation Part 2 - Commercial	4	AOJS	05/02	10/02	67	0	6	402	
		New Judge Orientation Part 2 - Rent (Group 1)	4	AOJS	05/02	10/02	30	0	6	180		
		New Judge Orientation Part 2 - Rent (Group 2)	4	AOJS	05/02	10/02	30	0	6	180		
		Judicial Panel Management Developing Skills workshop	4	AOJS	01/02	03/02	30	0	3	90		
		Mar.	<u>I- Case Management Application (CMA) Training:</u>									
			CMAIC training - Group 1	4	AOJS	04/03	27/03	2	11	15	195	
			CMAIC training - Group 2	4	AOJS	28/03	17/04	2	11	15	195	
			Computer Maintenance and Administration Training (CMA System Support)									
			Extending the Notes Client	5	DT2	01/03	01/03	0	7	1	7	
<u>II- Civil Law and Related Training:</u>												
New Judge Orientation Part 2 - Family (Group 1)	4		AOJS	04/03	09/03	46	0	6	276			
New Judge Orientation Part 2 - Family (Group 2)	4		AOJS	11/03	16/03	47	0	6	282			
CD-ROM Training (Egyptian Legislation CDs)	5		AOJS	07/03	27/03	64	0	1	64			
<u>III- Computer Training:</u>												
Computer Literacy Training												
Excel Training in Ismailia - Level 1	4	DT2	25/03	03/04	4	22	9	234				

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
	This Quarter							363	95	93	2,279
	Previous Quarter(s)							1,459	1,239	618	19,920
	Total Quarters							1,822	1,334	711	22,199
2000	2	Apr.	<b>I- Case Management Application (CMA) Training:</b> <i>Computer Maintenance and Administration Training (CMA System Support) - 2nd iteration</i> Introducing the Notes Client Extending the Notes Client Working in Domino Database	5 5 5	DT2 DT2 DT2	24/04 26/04 27/04	24/04 26/04 27/04	4 4 4	1 1 1	4 4 4	
			<b>II- Civil Law and Related Training:</b> "Enhancing the Judicial System" - IDLI (Group 1) "Enhancing the Judicial System" - IDLI (Group 2)	4 4	AOJS AOJS	08/04 15/04	13/04 20/04	30 30	6 6	180 180	0
			<b>III- Computer Training:</b> <i>Computer Literacy Training</i> Excel Training in Ismailia - Level 2	4	DT2	08/04	20/04	4	22	12	312
		May	<b>I- Case Management Application (CMA) Training:</b> Abbreviated Windows/Basic Computer Skills - Group 2 Abbreviated Windows/Basic Computer Skills - Group 3 Abbreviated Windows/Basic Computer Skills - Group 4 Administration Training Program CMAIC Update sessions <i>Computer Maintenance and Administration Training (CMA System Support) - 2nd iteration</i> Maintaining a Domino Server Infrastructure Maintaining Domino Users	5 5 5 5 5 5 5 5	DT2 DT2 DT2 AOJS AOJS DT2 DT2	13/05 20/05 27/05 10/05 31/05 02/05 08/05	18/05 25/05 1/06 11/05 31/05 07/05 08/05	1 1 7 13 2 4 4	6 6 5 2 1 4 1	5 5 5 2 1 4 1	35 35 35 26 23 16 4

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2000			<b><u>II- Civil Law and Related Training:</u></b>								0		
			CD-ROM Training (Egyptian Legislation CDs)	4	AOJS	22/05	22/05	7		1	7		
			CD-ROM Training (Egyptian Legislation CDs)	4	AOJS	24/05	24/05	9		1	9		
			<b><u>III- Computer Training:</u></b>									0	
			<i>Computer Literacy Training</i>										0
			Access training for Ismailia Court Staff	4	DT2	02/05	08/05			8	6	48	
			<b><u>IV- Implementing Change Program</u></b>										0
			Court Customer Service for line staff - Group 1, Cairo	5	DT2	27/05	29/05			24	3	72	
			<b><u>V- Management Programs:</u></b>										0
			<i>Executive Management Training for Follow-up, et al.</i>										0
			Developing Strategic Planning Skills - Group 1	4	DT2	02/05	10/05	16			5	80	
			Developing Strategic Planning Skills - Group 2	4	DT2	06/05	14/05	14			5	70	
			<b><u>I- Case Management Application (CMA) Training:</u></b>										0
			Abbreviated Windows/Basic Computer Skills - Group 5	5	DT2	13/06	20/06			7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 6	5	DT2	21/06	27/06			7	5	35	
			CMA concepts and Role of the Clerk	5	AOJS	04/06	04/06	2		18	1	20	
			CMA Data Entry Training (Testing Group) - Group 1	5	DT2	04/06	27/06			10	16	160	
			CMA Data Entry Training (Testing Group) - Group 2	5	DT2	04/06	27/06	2		8	16	160	
			CMA concepts and Role of the Clerk	5	AOJS	29/06	20/07			21	1	21	
			CMA Data Entry Training (Testing Group) - Group 3	5	DT2	29/06	20/07			10	16	160	
			CMA Data Entry Training (Testing Group) - Group 4	5	DT2	29/06	20/07			11	16	176	
			<b><u>IV- Implementing Change Program</u></b>										0
			Court Customer Service for line staff - Group 2, Cairo	5	DT2	03/06	05/06			24	3	72	
Court Customer Service for line staff - Group 3, Cairo	5	DT2	06/06	08/06			25	3	75				
Court Customer Service for line staff - Group 4, Cairo	5	DT2	10/06	12/06			25	3	75				
Court Customer Service for line staff - Group 5, Ismailia	5	DT2	12/06	14/06			23	3	69				

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2000			<u>V- Management Programs:</u>								0	
			<i>Executive Management Training for Follow-up, et al.</i>									0
			Change Management Skills - Group 1	4	DT2	06/06	14/06	16		5	80	
			Change Management Skills - Group 2	4	DT2	03/06	11/06	14		5	70	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									0
			NCC Cashier Training - Group 1	5	AOJS	20/06	22/06		4	3	12	
			NCC Cashier Training - Group 2	5	AOJS	25/06	27/06		5	3	15	
			NCC Administration Training - Group 3	5	AOJS	28/06	29/06		5	2	10	
			This Quarter						148	330	177	2,389.00
			Previous Quarter(s)						1,822	1,334	711	22,199
Total Quarters						1,970	1,664	888	24,588			
2000	3	Jul.	<u>III- Computer Training:</u>									
			PC Trouble-shooting & Basic Maintenance Training - NCC	5	AOJS	29/07	02/08		5	5	25	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									
			NCC Cashier Training - Group 4	5	AOJS	02/07	04/07		5	3	15	
			NCC Administration Training - Group 5	5	AOJS	05/07	06/07		5	2	10	
			NCC CIRN Trouble-shooting Course - Group 6	5	AOJS	20/07	20/07		3	1	3	
			<u>V- Management Programs:</u>									
			<i>Executive Management Training for Follow-up, et al.</i>									
Skills of Highly Effective Managers - Group 1	4	DT2	04/07	12/07	16		5	80				
Skills of Highly Effective Managers - Group 2	4	DT2	01/07	10/07	15		5	75				

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

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

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training								
						From	To	Judges	Non-Judges										
2000			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>	5	AOJS	13/09	13/09		2	1	2								
			ISC CIRN Trouble-shooting Course																
			<u>V- Management Programs:</u>																
			Leadership Skills - Group 1									4	DT2	05/09	13/09	16		5	80
			Leadership Skills - Group 2									4	DT2	02/09	11/09	15		5	75
			Transformational Leadership - Group 1									4	DT2	17/09	25/9	16		5	80
			Transformational Leadership - Group 2									4	DT2	19/09	27/09	15		5	75
This Quarter							93	153	154	1,419.00									
Previous Quarter(s)							1,970	1,664	888	24,588									
Total Quarters							2,063	1,817	1,042	26,007									
	4	Oct.	<u>I- Case Management Application (CMA) Training:</u>	5	DT2	14/10	18/10		7	5	35								
			Abbreviated Windows/Basic Computer Skills - Group 14																
			Abbreviated Windows/Basic Computer Skills - Group 15																
			Abbreviated Windows/Basic Computer Skills - Group 16																
			CMA Concepts and Role of the Clerk - Group 9																
			CMA Data Entry Training (Roll-out Group) - Group 9																
			CMA Concepts and Role of the Clerk - Group 10																
			CMA Data Entry Training (Roll-out Group) - Group 10																
			Computer Maintenance and Administration Training (CMA System Support)																
			Windows NT 4.0 Core Technologies and Administration (for NCC technical support staff)																
			<u>V- Management Programs:</u>																
Time, Stress and Self Management Skills - Group 1	4	DT2	01/10	09/10	16		5	80											
Time, Stress and Self Management Skills - Group 2	4	DT2	03/10	12/10	15		5	75											

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2000		Nov.	<b><u>VII- Training of Trainers:</u></b>									
			FOI for On-The-Job Training (OJT)	5	AOJS	28/10	08/11		20	10	200	
			<b><u>I- Case Management Application (CMA) Training:</u></b>									
			Abbreviated Windows/Basic Computer Skills - Group 17	5	DT2	11/11	15/11		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 18	5	DT2	18/11	22/11		7	5	35	
			Abbreviated Windows/Basic Computer Skills - Group 19	5	DT2	25/11	29/11		7	5	35	
			CMA Concepts and Role of the Clerk - Group 11	5	AOJS	14/11	14/11		10	1	10	
			CMA Data Entry Training (Roll-out Group) - Group 11	5	DT2	14/11	11/12		10	16	160	
			CMA Concepts and Role of the Clerk - Group 12	5	AOJS	14/11	14/11		10	1	10	
			CMA Data Entry Training (Roll-out Group) - Group 12	5	DT2	14/11	11/12		10	16	160	
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>	5	DT2	05/11	22/11		2			
			Windows NT 4.0 Core Technologies and Administration (for Ismailia Technical Support staff)	5	DT2	12/11	16/11		2	5	10	
			<b>Lotus Notes/Domino</b>									
			Implementing a Domino Infrastructure	5	DT2	16/11	19/11		7	3	21	
			Help Desk Support for R5	5	DT2	21/11	23/11		10	3	30	
			Domino Designer	5	DT2	26/11	28/11		7	3	21	
			Using Javascript in Domino Applications	5	DT2	29/11	30/11		5	2	10	
			<b><u>VII- Training of Trainers:</u></b>									
			Advanced TOI	3	AOJS	04/11	15/11	19			10	190
			<b><u>VIII- NCJS Office Automation:</u></b>									
			Outlook training for NCJS Judicial staff	3	AOJS	07/11	07/11	2			1	2
			Outlook training for NCJS Judicial and admin staff	3	AOJS	13/11	13/11	4	4		1	8
			<b><u>I- Case Management Application (CMA) Training:</u></b>									
Abbreviated Windows/Basic Computer Skills - Group 20	5	DT2	09/12	13/12		7	5	35				
Abbreviated Windows/Basic Computer Skills - Group 21	5	DT2	16/12	20/12		4	5	20				
CMA Data Entry Training (Roll-out Group) - Group 13	5	AOJS	13/12	13/12		9	1	9				

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2000			CMA Data Entry Training (Roll-out Group) - Group 13	5	DT2	13/12	31/12		9	9	81		
			CMA Data Entry Training (Roll-out Group) - Group 14	5	AOJS	13/12	13/12		9	1	9		
			CMA Data Entry Training (Roll-out Group) - Group 14	5	DT2	13/12	31/12		9	9	81		
			<b><u>V- Management Programs:</u></b>										
			Continuous Process Improvement - Group 1	4	DT2	02/12	11/12	16		5	80		
			Continuous Process Improvement - Group 2	4	DT2	05/12	13/12	15		5	75		
								87	220	191	1,869.00		
	This Quarter												
	Previous Quarter(s)							2,063	1,817	1,042	26,007		
	Total Quarters							2,150	2,037	1,233	27,876		
2001	1	Jan.	<b><u>I- Case Management Application (CMA) Training:</u></b>										
			CMA Data Entry Training (Roll-out Group) - Group 13 (continuation)	5	DT2	02/01	15/01		9	10	90		
			CMA Data Entry Training (Roll-out Group) - Group 14 (continuation)	5	DT2	02/01	15/01		9	10	90		
			CMA Concepts and Role of the Clerk - Group 15	5	AOJS	17/01	17/01		10	1	10		
			CMA Data Entry Training (Roll-out Group) - Group 15	5	DT2	17/01	7/02		10	16	160		
			CMA Concepts and Role of the Clerk - Group 16	5	AOJS	17/01	17/01	5	4	1	9		
			CMA Data Entry Training (Roll-out Group) - Group 16	5	DT2	17/01	07/02	5	4	16	144		
			<b><u>II-Civil Law and related training:</u></b>										
			Judicial Panel Management Developing Skills workshop	4	AOJS	13/01	17/01	40		5	200		
			<b><u>VII- Training of Trainers:</u></b>										
			TOT Masters training - NCJS	3	AOJS	13/01	29/01	11		10	110		
2001	1	Feb.	<b><u>I- Case Management Application (CMA) Training:</u></b>										
			CMA Concepts and Role of the Clerk - Group 17	5	AOJS	11/02	11/02		8	1	8		
			CMA Data Entry Training (Roll-out Group) - Group 17	5	DT2	11/02	01/03		8	16	128		

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001	1	Mar.	Abbreviated Windows - for Ismailia Staff	5	DT2	24/02	28/02		10	5	50		
			Abbreviated Windows/Basic Computer Skills - Group 1										
			<u>II- Civil Law and Related Training:</u>										
			"Enhancing the Judicial System II" - IDLI (Group 1)	4	AOJS	03/02	08/02	30		5	150		
			"Enhancing the Judicial System II" - IDLI (Group 2)	4	AOJS	10/02	15/02	36		5	180		
			<u>I- Case Management Application (CMA) Training:</u>										
			Computer Maintenance and Administration Training (CMA System Support)										
			Latus Notes/Domino - Ismailia Court										
			Introducing the Notes Client			5	DT2	31/03	31/03		2	1	2
			Abbreviated Windows - for Ismailia Staff										0
Abbreviated Windows/Basic Computer Skills - Group 2			5	DT2	10/03	14/03		10	5	50			
Abbreviated Windows/Basic Computer Skills - Group 3			5	DT2	17/03	21/03		10	5	50			
<u>III- Computer Training:</u>													
PC Trouble-shooting & Basic Maintenance Training - PCLL (Group 1)			5	AOJS	24/03	05/04	1	4	10	50			
<u>VII- Training of Trainers:</u>													
Pilot Basic TOT course			3	AOJS	24/03	04/04	10		8	80			
This Quarter								138	98	130	1,561		
Previous Quarter(s)								2,150	2,037	1,233	27,876		
Total Quarters								2,288	2,135	1,363	29,437		
2001	2	Apr.	<u>I- Case Management Application (CMA) Training:</u>										
			CMA Data Entry Training (Ismailia Court) - Group 1			5	DT2	29/04	17/05		10	16	160
			CMA Data Entry Training (Ismailia Court) - Group 2			5	DT2	29/04	17/05		10	16	160
			Computer Maintenance and Administration Training (CMA System Support)										
			Extending the Notes Client			5	DT2	01/04	01/04		2	1	2
Working with Domino Databases			5	DT2	02/04	02/04		2	1	2			

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
2001	2	May	Monitoring a Domino Infrastructure	5	DT2	07/04	09/04		2	3	6
			Monitoring Domino Users	5	DT2	10/04	11/04		2	2	4
2001	2	May	<u>III- Computer Training:</u>								
			PC Trouble-shooting & Basic Maintenance Training - PCLL (Group 2)	5	AOJS	07/04	19/04	1	4	10	50
			<u>I- Case Management Application (CMA) Training:</u>								
			CMA Data Entry Training (Ismailia Court) - Group 3	5	DT2	21/05	09/06		10	16	160
			Computer Maintenance and Administration Training (CMA System Support)								
2001	2	Jun.	Networking Essentials	5	DT2	26/05	28/05		6	3	18
			Administering MS Windows NT 4.0	5	DT2	29/05	02/06		6	4	24
			<u>I- Case Management Application (CMA) Training:</u>								
			CMA Management and Reporting Training (NCC) - Group 1 (NCC Technical Support Staff)	5	DT2	24/06	02/07		12	8	96
			Computer Maintenance and Administration Training (CMA System Support)								
			Supporting Microsoft Windows NT 4.0 Core Technologies (NCC technical support staff)	5	DT2	03/06	10/06		6	6	36
			Networking Essentials (Ismailia Technical Support staff)	5	DT2	12/06	14/06		2	3	6
			Administering MS Windows NT 4.0 (Ismailia Technical Support staff)	5	DT2	16/06	19/06		2	4	8
			Supporting Microsoft Windows NT 4.0 Core Technologies (Ismailia Technical Support staff)	5	DT2	20/06	26/06		2	6	12
			CMA Technical Training for JIC staff	5	AOJS	20/06	15/07	1	11	12	144
2001	2		<u>II- Civil Law and Related Training:</u>								
			Regional Judicial Reform Program - IDLI	4	NCJS	23/06	11/07	5		15	75
			<u>III- Computer Training:</u>								
			MS Windows 98 course for NCC staff at PCLL - Group 1	3	NCJS	23/06	28/06		7	6	42
			MS Windows 98 course for NCC staff at PCLL - Group 2	3	NCJS	23/06	28/06		7	6	42

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			MS Windows 98 course for SCC staff at PCLL - Group 1	3	NCJS	23/06	28/06		7	6	42
			MS Windows 98 course for SCC staff at PCLL - Group 2	3	NCJS	23/06	28/06		7	6	42
			MS Word course for NCC staff at PCLL - Group 1	3	NCJS	30/06	05/07		7	6	42
			MS Word course for NCC staff at PCLL - Group 2	3	NCJS	30/06	05/07		7	6	42
			MS Word course for SCC staff at PCLL - Group 1	3	NCJS	30/06	05/07		7	6	42
			MS Word course for SCC staff at PCLL - Group 2	3	NCJS	30/06	05/07		7	6	42
			<b><u>VII- Training of Trainers:</u></b>								
			2 <sup>nd</sup> Pilot Basic TOT course for Masters graduates	3	AOJS	30/06	11/07	15		8	120
			<b><u>VIII- NCJS Institutionalization:</u></b>								
			Concepts of Training Process Administration	3	AOJS	23/06	27/06	3	12	5	75
		This Quarter						25	157	187	1,494
		Previous Quarter(s)						2,288	2,135	1,363	29,437
		Total Quarters						2,313	2,292	1,550	30,931
2001	3	Jul.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Management and Reporting Training (NCC) - Group 2 (Supervisors)	5	DT2	09/07	15/07		10	6	60
2001	3		CMA Management and Reporting Training (NCC) - Group 3 (Statistics)	5	DT2	16/07	19/07		9	4	36
			CMA Management and Reporting Training (NCC) - Group 4 (Chief Justice's Office)	5	DT2	22/07	25/07		3	3	9
			CMA Management and Reporting Training (NCC) - Group 5 (Follow-up Judges)	5	DT2	22/07	26/07	3		4	12
			CMA Management and Reporting Training (NCC) - Group 6 (Information)	5	DT2	26/07	28/07		3	2	6
			CMA Management and Reporting Training (NCC) - Group 7 (Indexers)	5	DT2	29/07	31/07		10	3	30
			Computer Maintenance and Administration Training (CMA System Support)								
			Introducing the Notes Client	5	DT2	18/07	18/07		6	1	6
			Working in Domino Database	5	DT2	19/07	19/07		6	1	6

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training			
						From	To	Judges	Non-Judges					
2001	3	Aug.	Extending the Notes Client	5	DT2	21/07	21/07		6	1	6			
			Maintaining Domino Users	5	DT2	22/07	22/07		3	1	3			
			Help Desk Support for Notes	5	DT2	24/07	26/07		3	3	9			
			Maintaining Domino Server Infrastructure	5	DT2	28/07	31/07		3	4	12			
			<u>III- Computer Training:</u>											
			MS Windows 98 course	3	NCJS	30/06	05/07	14	14	6	168			
			MS Windows 98 course	3	NCJS	07/07	12/07	14	14	6	168			
			MS Word 97 (Basic)	3	NCJS	07/07	12/07		14	6	84			
			MS Windows 98 course	3	NCJS	14/07	19/07	14	14	6	168			
			MS Word 97 (Basic)	3	NCJS	14/07	19/07	14	14	6	168			
			MS Windows 98 course	3	NCJS	21/07	26/07	14	14	6	168			
			MS Word 97 (Basic)	3	NCJS	21/07	26/07	14	14	6	168			
			MS Windows 98 course	3	NCJS	28/07	02/08	21	14	6	210			
			MS Word 97 (Basic)	3	NCJS	28/07	02/08	14	14	6	168			
			<u>I- Case Management Application (CMA) Training:</u>											
			CMA Management and Reporting Training (NCC) - Group 8 (Indexers)	5	DT2	01/08	04/08			10	3	30		
			CMA Management and Reporting Training (NCC) - Group 9 (Circuit Clerks)	5	DT2	05/08	09/08			16	5	80		
CMA Management and Reporting Training (NCC) - Group 10 (Circuit Clerks)	5	DT2	11/08	15/08			16	5	80					
CMA Management and Reporting Training (NCC) - Group 11 (Circuit Clerks)	5	DT2	16/08	19/08			16	5	80					
CMA Management and Reporting Training (NCC) - Group 12 (Circuit Clerks)	5	DT2	22/08	27/08			16	5	80					
CMA Management and Reporting Training (NCC) - Group 13 (Circuit Clerks)	5	DT2	28/08	02/09			12	5	60					

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2001	3	Sept.	Computer Maintenance and Administration Training (CMA System Support)									
			Implementing a Domino Infrastructure	5	DT2	01/08	04/08		3	3	9	
			Deploying Domino Applications	5	DT2	05/08	06/08		6	2	12	
			Performance Tuning a Domino Infrastructure	5	DT2	07/08	08/08		6	2	12	
			<b>III- Computer Training:</b>									
			MS Windows 98 course	3	NCJS	04/08	09/08	21	14	6	210	
			MS Word 97 (Basic)	3	NCJS	04/08	09/08	14	14	6	168	
			MS Windows 98 course	3	NCJS	11/08	16/08	21		6	126	
			MS Word 97 (Basic)	3	NCJS	11/08	16/08	21	14	6	210	
			MS Windows 98 course	3	NCJS	18/08	23/08	21		6	126	
MS Word 97 (Basic)	3	NCJS	23/08	30/08	21		6	126				
2001	3		<b>I- Case Management Application (CMA) Training:</b>									
			CMA Management and Reporting Training (NCC) - Group 14 (Circuit Clerks)	5	DT2	03/09	08/09		12	5	60	
			CMA Management and Reporting Training (NCC) - Group 15 (Circuit Clerks)	5	DT2	09/09	13/09		12	5	60	
			CMA Management and Reporting Training (ISC) - Group 1 (Supervisors and Technical Support)	5	DT2	16/09	23/09		7	7	49	
			CMA Management and Reporting Training (ISC) - Group 2 (Chief Justice's Office and Information Desk)	5	DT2	24/09	25/09		5	2	10	
			CMA Management and Reporting Training (ISC) - Group 3 (Indexers)	5	DT2	26/09	27/09		6	2	12	
			CMA Management and Reporting Training (ISC) - Group 4 (Circuit Clerks)	5	DT2	29/09	02/10		12	4	48	

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			Computer Maintenance and Administration Training (CMA System Support)								
			Lotus Notes/Domino (JIC staff)								
			Domino Designer Fundamentals	5	DT2	03/09	05/09		3	3	9
			Domino Application Architecture	5	DT2	09/09	10/09		7	2	14
			Domino Application and Security and Workflow	5	DT2	11/09	12/09		7	2	14
			Using Javascript in Domino Applications	5	DT2	13/09	16/09		3	2	6
			Using Lotuscript in Domino Applications	5	DT2	17/09	19/09		7	3	21
			<b><u>II- Civil Law and Related Training:</u></b>								
			Chief Justices' Workshop	4	AOJS	26/09	28/09	23		3	75
		This Quarter						266	412	198	3,452
		Previous Quarter(s)						2,313	2,292	1,550	30,931
		Total Quarters						2,579	2,704	1,748	34,383
2001	4	Oct.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Data Entry - Phase 2 (Ismailia Court) - Gr 1	5	DT2	15/10	01/11		10	16	160
			CMA Data Entry - Phase 2 (Ismailia Court) - Gr 2	5	DT2	15/10	01/11		10	16	160
			CMA Data Entry - Phase 2 (North Cairo Court)	5	DT2	15/10	01/11		12	16	192
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 1	5	DT2	20/10	22/10	6		3	18
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 2	5	DT2	23/10	25/10	6		3	18
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 3	5	DT2	27/10	29/10	7		3	21
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 4	5	DT2	30/10	01/11	5		3	15
			Computer Maintenance and Administration Training (CMA System Support)								
			Planning your New Domino RS Environment	5	DT2	24/10	24/10	1	4	1	5

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			<b><u>II- Civil Law and Related Training:</u></b>								
			Judicial Panel Management Developing Skills workshop - Gr 1	4	NCJS	13/10	17/10	47		5	235
			Judicial Panel Management Developing Skills workshop - Gr 2	4	NCJS	20/10	24/10	46		5	230
			<b><u>III- Computer Training:</u></b>								
			MS Windows 98 course	3	NCJS	13/10	18/10		35	6	210
			MS Word 97 (Basic)	3	NCJS	20/10	25/10		35	6	210
			MS Windows 98 course	3	NCJS	27/10	1/11		7	6	42
			MS Windows 98 course	3	NCJS	16/10	25/10	7		6	42
			MS Word 97 (Basic)	3	NCJS	30/10	08/11	7		6	42
2001	4	Nov.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA Management and Reporting - Phase 2 (Ismailia Court) - Gr1	5	DT2	03/11	06/11		10	4	40
			CMA Management and Reporting - Phase 2 (Ismailia Court) - Gr2	5	DT2	03/11	06/11		10	4	40
			Overview and Management and Reporting Data Training Program for Chief Judges (North Cairo Court) - Gr 5	5	DT2	03/11	05/11	4		3	12
2001	4		CMA Management and Reporting - Phase 2 (North Cairo Court)	5	DT2	08/11	12/11		12	4	48
			<b><u>II- Civil Law and Related Training:</u></b>								
			Regional Positive Role of the Judge Seminar - Gr 1	4	AOJS	11/11	11/11	20		1	20
			Regional Positive Role of the Judge Seminar - Gr 2	4	AOJS	12/11	12/11	30		1	30
			<b><u>III- Computer Training:</u></b>								
			MS Word 97 (Basic)	3	NCJS	03/11	08/11		7	6	42
			MS Windows 98 course	3	NCJS	03/11	08/11		14	6	84
			MS Word 97 (Basic)	3	NCJS	10/11	15/11		14	6	84
			MS Windows 98 course	3	NCJS	03/11	08/11		7	6	42
			MS Word 97 (Basic)	3	NCJS	10/11	15/11		7	6	42

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2001			<u>V- Management Programs:</u> Customer Service for Technical Support Unit	4	AOJS	06/11	08/11		11	3	33		
	4	Dec.	<u>III- Computer Training:</u> MS Windows 98 course	3	NCJS	22/12	27/12		22	6	132		
			MS Word 97 (Basic)	3	NCJS	29/12	03/01		22	6	132		
	This Quarter								186	249	163	2,381	
	Previous Quarter(s)								2,579	2,704	1,748	34,383	
	Total Quarters								2,765	2,953	1,911	36,764	
2002	1	Jun.	<u>III- Computer Training:</u> MS Windows 98 course	3	NCJS	05/01	10/01		26	6	156		
			MS Word 97 (Basic)	3	NCJS	12/01	17/01		26	6	156		
			MS Windows 98 course	3	NCJS	19/01	24/01		25	6	150		
			MS Word 97 (Basic)	3	NCJS	26/01	31/01		18	6	108		
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>										0
			MS SQL Training Program for CIRN Administrators	4	AOJS	26/01	31/01		8	6	48		
2002	1	Feb.	<u>III- Computer Training:</u> MS Windows 98 course	3	NCJS	02/02	07/02		32	6	192		
			MS Word 97 (Basic)	3	NCJS	09/02	14/02		32	6	192		
												0	
2002	1	Mar.	<u>I- Case Management Application (CMA) Training:</u> Computer Maintenance and Administration Training (CMA System Support)										
			Lotus Notes/Domino - Ismailia Court										
			Implementing a Domino Infrastructure	5	DT2	23/03	27/03		2	5	10		
			Deploying Domino Applications	5	DT2	31/03	03/04		2	4	8		

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			<u>III- Computer Training:</u>								
			Desktop Publishing	3	DT2	23/03	27/03	2	6	5	40
			MS Windows 98 course	3	NCJS	02/03	07/03		12	6	72
			MS Word 97 (Basic)	3	NCJS	09/03	14/03		12	6	72
			MS Windows 98 course	3	NCJS	16/03	21/03		13	6	78
			MS Word 97 (Basic)	3	NCJS	23/03	28/03		13	6	78
			MS Windows 98 course	3	NCJS	30/03	04/04		12	6	72
			MS Word 97 (Basic)	3	NCJS	30/03	04/04		12	6	72
			<u>V- Management Programs:</u>								
			General Management Training Program								
			Skills of Highly Effective Managers - Ismailia Court	4	DT2	23/03	27/03		10	5	50
			JIC Organizational Development Training Program								
			Office Management and Communications Skills	4	DT2	26/03	01/04		10	5	50
		This Quarter						2	271	102	1,604
		Previous Quarters						2,765	2,953	1,911	36,764
		Total Quarters						2,767	3,224	2,013	38,368
2002	2	Apr.	<u>I- Case Management Application (CMA) Training:</u>								
			Computer Maintenance and Administration Training (CMA System Support)								
			Lotus Notes/Domino - Ismailia Court								
			Help Desk Support	5	DT2	06/04	10/04		2	5	10
			<u>II- Civil Law and Related Training:</u>								
			Chief Justices' Workshop	4	AOJS	16/04	18/04	22		3	66
			<u>III- Computer Training:</u>								
			MS Word 97 (Basic)	3	NCJS	06/04	11/04	6		6	36
			MS Windows 98 course	3	NCJS	13/04	18/04		14	6	84
			MS Word 97 (Basic)	3	NCJS	20/04	25/04		14	6	84

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2002	2	May	<u>V- Management Programs:</u>									
			General Management Training Program									
			Planning and Managing Business Meetings (Ismailia)	4	DT2	13/04	17/04		10	5	50	
			Office Management and Communication Skills (NCC)	4	DT2	20/04	24/04		10	5	50	
			JIC Organizational Development Training Program									
			Project Management in an IT environment	4	DT2	14/04	18/04		10	5	50	
			<u>VIII - NCJS Institutionalization:</u>									
			Program Facilitation Workshop	3	DT2	27/04	30/04	9	1	4	40	
			<u>II- Civil Law and Related Training:</u>									
			"Regional Enhancing the Judicial System" - IDLI (Luxor)	4	DT2	11/05	16/05	30		6	180	
"Regional Enhancing the Judicial System" - IDLI (Cairo)	4	DT2	18/05	22/05	30		5	150				
2002	2	Jun.	<u>V- Management Programs:</u>									
			General Management Training Program									
			Office Management and Communication Skills (Ismailia)	4	DT2	18/05	22/05		10	5	50	
			JIC Organizational Development Training Program									
			Systems Thinking and Strategy Planning	4	DT2	26/05	30/05		10	5	50	
			<u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u>									
			Collectors Training (Group 1)	5	AOJS	29/05	02/06		8	3	24	
			<u>VIII - NCJS Institutionalization:</u>									
			Evaluation Methods Workshop	3	DT2	12/05	14/05	10		3	30	
			<u>I- Case Management Application (CMA) Training:</u>									
CMA V.3.0 (Data Entry Group - NCC)	5	DT2	25/06	27/06		10	3	30				
<u>III- Computer Training:</u>												
MS Windows 98 course	3	NCJS	01/06	12/06		21	6	126				
MS Word 97 (Basic)	3	NCJS	15/06	26/06		21	6	126				

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
			<b><u>V- Management Programs:</u></b>									
			<b>General Management Training Program</b>									
			Time Management (Group 1)	4	DT2	16/06	20/06		10	5	50	
			Time Management (Group 2)	4	DT2	23/06	27/06		10	5	50	
			<b><u>VI- Case Initiation and Receipting Network Testing and Implementing Training (CIRN)</u></b>									
			Collectors Training (Group 2)	5	AOJS	03/06	05/06		8	3	24	
			Supervisors Group	5	AOJS	09/06	10/06		8	2	16	
			CIRN Troubleshooting	5	AOJS	11/06	11/06		8	1	8	
			<b><u>VII- Training of Trainers:</u></b>									
			Basic TOT course	3	NCJS	08/06	19/06	18		10	180	
			<b><u>VIII - NCJS Institutionalization:</u></b>									
			Concepts of Training Process Administration (Group 1)	3	DT2	08/06	12/06	12		5	60	
			<b>This Quarter</b>							<b>137</b>	<b>185</b>	<b>118</b>
<b>Previous Quarters</b>							<b>2,767</b>	<b>3,224</b>	<b>2,013</b>	<b>38,368</b>		
<b>Total Quarters</b>							<b>2,904</b>	<b>3,409</b>	<b>2,131</b>	<b>39,992</b>		
2002	3	Jul.	<b><u>I- Case Management Application (CMA) Training:</u></b>									
			CMA V.3.0 - Group 1 (Ismailia) - Input Groups	5	DT2	20/07	22/07		12	3	36	
			CMA V.3.0 - Group 2 (Ismailia) - Input Groups	5	DT2	24/07	27/07		12	3	36	
			CMA V.3.0 - Group 3 (Ismailia) - Scanning Group	5	DT2	28/07	31/07		12	4	48	
			<b>Computer Maintenance and Administration Training (CMA System Support)</b>									
			PC Trouble shooting & Superficial Maintenance Training	5	AOJS	02/07	04/07		3	3	9	
			<b><u>III- Computer Training:</u></b>									
			MS Windows (North Cairo Prosecution)	3	NCJS	29/06	10/07	7		6	42	
			MS Word (North Cairo Prosecution)	3	NCJS	13/07	24/07	7		6	42	
			MS Windows (MOJ Experts)	3	NCJS	29/06	10/07		7	6	42	
MS Word (MOJ Experts)	3	NCJS	13/07	24/07		7	6	42				

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training		
						From	To	Judges	Non-Judges				
2002	3	Aug.	MS Windows (Illicit Gain)	3	NCJS	27/07	07/08		7	6	42		
			MS Windows (Illicit Gain)	3	NCJS	27/07	07/08		7	6	42		
			MS Windows (North Cairo Prosecution)	3	NCJS	27/07	07/08	7		6	42		
			<u>V- Management Programs:</u>										
			JIC Organizational Development Training Program										
			Skills of Highly Effective Managers			4	DT2	21/07	27/07		10	5	50
			<u>VIII - NCJS Institutionalization:</u>										
			Concepts of Training Process Administration (Group 2)			3	DT2	06/07	10/07	12		5	60
			<u>III- Computer Training:</u>										
			MS Word (Illicit Gain)			3	NCJS	10/08	21/08		7	6	42
			MS Word (Illicit Gain)			3	NCJS	10/08	21/08		7	6	42
			MS Windows (North Cairo Prosecution)			3	NCJS	10/08	21/08	7		6	42
			MS Windows (MOJ Experts)			3	NCJS	17/08	28/08		6	6	36
			MS Word (MOJ Experts)			3	NCJS	31/08	11/09		6	6	36
			MS Windows (MOJ Experts)			3	NCJS	17/08	28/08		7	6	42
			MS Word (MOJ Experts)			3	NCJS	31/08	11/09		7	6	42
			<u>V- Management Programs:</u>										
			General Management Training Program										
			Time Management (Ismailia)			4	DT2	11/08	15/08		10	5	50
			<u>VI- Case Initiation and Receiving Network Testing and Implementing Training (CIRN)</u>										
Supervisors Course (Ismailia)			3	AOJS	11/08	12/08		2	2	4			
Technical Support Course (Ismailia)			3	AOJS	13/08	13/08		2	1	2			
Collectors Course (Ismailia)			3	AOJS	14/08	15/08		3	2	6			
2002	3	Sept.	<u>I- Case Management Application (CMA) Training:</u>										
			CMA V.3.0 - Group 1 (Input)	3	DT2	10/09	12/09		12	3	36		

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			CMA V.3.0 - Group 2 (Input)	5	DT2	14/09	16/09		12	3	36
			CMA V.3.0 - Group 3 (Input)	5	DT2	17/09	19/09		12	3	36
			CMA V.3.0 - Group 1 (Output)	5	DT2	21/09	21/09		12	1	12
			CMA V.3.0 - Group 2 (Output)	5	DT2	22/09	22/09		12	1	12
			CMA V.3.0 - Group 3 (Output)	5	DT2	23/09	23/09		12	1	12
			CMA V.3.0 - Group 1 (Case Management and Reporting)	5	DT2	24/09	24/09		12	1	12
			CMA V.3.0 - Group 2 (Case Management and Reporting)	5	DT2	25/09	25/09		12	1	12
			CMA V.3.0 - Group 3 (Case Management and Reporting)	5	DT2	26/09	26/09		12	1	12
			CMA V.3.0 - Technical Support Group (CMA Administration)	5	DT2	30/09	05/10		7	5	35
			CMA V.3.0 - Technical Support Group (CMA Administration for Ismailia Technical Support Staff)	5	DT2	30/09	05/10		2	1	2
			Computer Maintenance and Administration Training (CMA System Support)								
			Content Manager Implementation and Administration (JIC)	5	AOJS	07/09	11/09		6	5	30
			Content Manager Implementation and Administration (JSC/NCC)	5	AOJS	12/09	17/09		6	5	30
			<b>III- Computer Training:</b>								
			MS Windows (Illicit Gain)	3	NCJS	14/09	25/09		7	6	42
			MS Word (Illicit Gain)	3	NCJS	28/09	09/10		7	6	42
			MS Windows (Illicit Gain)	3	NCJS	14/09	25/09		7	6	42
			MS Word (Illicit Gain)	3	NCJS	28/09	09/10		7	6	42
			MS Windows (MOJ Experts)	3	NCJS	14/09	25/09		7	6	42
			MS Word (MOJ Experts)	3	NCJS	28/09	09/10		7	6	42
			<b>V- Management Programs:</b>								
			General Management Training Program								
			Continuous Process Improvement (Ismailia)	4	DT2	15/09	19/09		10	5	50
			<b>VI- Case Initiation and Receiving Network Testing and Implementing Training (CIRN)</b>								

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			Supervisors Training (NCC)	5	AOJS	15/09	16/09		8	2	16
			Cashiers Training (NCC)	5	AOJS	18/09	19/09		8	2	16
			<u>VIII - NCJS Institutionalization:</u>								
			Evaluation Methods Workshop (Group 2 - Part 1)	3	DT2	14/09	16/09	10		3	30
			Evaluation Methods Workshop (Group 2 - Part 2)	3	DT2	23/09	24/09	20		2	40
			Evaluation Methods Workshop (Group 3 - Part 1)	3	DT2	17/09	19/09	10		3	30
			Evaluation Methods Workshop (Group 3 - Part 2)	3	DT2	25/09	26/09	10		2	20
	This Quarter							90	331	203	1,608
	Previous Quarters							2,904	3,409	2,131	39,992
	Total Quarters							2,994	3,740	2,334	41,600
2002	4	Oct.	<u>I- Case Management Application (CMA) Training:</u>								
			CMA V.3.0 (Judges Group 1) - NCC	5	DT2	12/10	12/10	6		1	6
			CMA V.3.0 (Judges Group 2) - NCC	5	DT2	13/10	13/10	5		1	5
			CMA V.3.0 (Judges Group 3) - NCC	5	DT2	14/10	14/10	5		1	5
			CMA V.3.0 (Judges Group 4) - NCC	5	DT2	15/10	15/10	3		1	3
			CMA V.3.0 (Judges Group 5) - NCC	5	DT2	16/10	16/10	2		1	2
			CMA V.3.0 (Judges Group 6) - NCC	5	DT2	17/10	17/10	3		1	3
			CMA V.3.0 (Scanning Group 1) - NCC	5	DT2	19/10	20/10		11	2	22
			CMA V.3.0 (Judges Group 1) - ISC	5	DT2	21/10	21/10	11		1	11
			CMA V.3.0 (Judges Group 2) - ISC	5	DT2	22/10	22/10	11		1	11
			CMA V.3.0 (Scanning Group 2) - NCC	5	DT2	23/10	24/10		10	2	20
			CMA V.3.0 (Input Group 4) - NCC	5	DT2	26/10	28/10		12	3	36
			CMA V.3.0 (Input Group 5) - NCC	5	DT2	29/10	31/10		7	3	21

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training			
						From	To	Judges	Non-Judges					
2002	4	Nov.	Computer Maintenance and Administration Training (CMA System Support)											
			Content Manager CommonStore for Lotus Domino (JIC)	5	AOJS	01/10	02/10		7	2	14			
			Content Manager CommonStore for Lotus Domino (ISC/NCC)	5	AOJS	07/10	08/10		6	2	12			
			<u>II- Civil Law and Related Training:</u>											
			Judicial Panel Management Developing Skills workshop - Gr 1	4	NCJS	12/10	16/10	34			5	170		
			Judicial Panel Management Developing Skills workshop - Gr 2	4	NCJS	19/10	23/10	36			5	180		
			Chief Justices' Workshop	4	AOJS	29/10	31/10	22			3	66		
			<u>III- Computer Training:</u>											
			MS Windows	3	NCJS	05/10	19/10	5			6	30		
			MS Windows	3	NCJS	07/10	19/10	5			6	30		
			MS Word	3	NCJS	20/10	02/11	5			6	30		
			MS Word	3	NCJS	21/10	03/11	5			6	30		
			MS Windows	3	NCJS	12/10	23/10		18		6	108		
			MS Word	3	NCJS	26/10	04/11		18		6	108		
			<u>V- Management Programs:</u>											
			<b>JIC Organizational Development Training Program</b>											
			Time Management	4	DT2	13/10	17/10		10		5	50		
			Continous Process Improvement	4	DT2	27/10	31/10		10		5	50		
<u>I- Case Management Application (CMA) Training:</u>														
CMA V.3.0 (InputGroup 6) - NCC	5	DT2	2/11	4/11		12		3	36					
<u>V- Management Programs:</u>														
<b>General Management Training Program</b>														
Office Management and Communication Skills	4	DT2	24/11	28/11		10		5	50					
Planning and Managing Business Meetings	4	DT2	24/11	28/11		10		5	50					

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2002	4	Dec.	<u>III- Computer Training:</u>									
			MS Windows	3	NCJS	14/12	23/12	8		6	48	
			MS Word	3	NCJS	28/12	06/01	8		6	48	
			MS Windows	3	NCJS	14/12	25/12		14	6	84	
			MS Word	3	NCJS	28/12	08/01		14	6	84	
			<u>V- Management Programs:</u>									
			<u>General Management Training Program</u>									
			Time Management - Gr. 3 (for Judges)	4	DT2	15/12	19/12	10		5	50	
			Skills of Highly Effective Managers - Gr. 1	4	DT2	15/12	19/12		10	5	50	
			Continuous Process Improvement - Gr. 1	4	DT2	15/12	19/12		10	5	50	
Time Management - Gr. 4 (for Judges)	4	DT2	22/12	26/12	10		5	50				
Skills of Highly Effective Managers - Gr. 2	4	DT2	22/12	26/12		10	5	50				
Continuous Process Improvement - Gr. 2	4	DT2	22/12	26/12		10	5	50				
	This Quarter							194	209	148	1,723	
	Previous Quarters							2,994	3,740	2,334	41,600	
	Total Quarters							3,188	3,949	2,482	43,323	
2003	1	Jun.	<u>VIII - NCJS Institutionalization:</u>									
			Access Database Design	3	DT2	26/01	02/02		10	7	70	
2003	1	Feb.	<u>I- Case Management Application (CMA) Training:</u>									
			Computer Maintenance and Administration Training (CMA System Support)									
			Network Security (JIC, NCC, ISC)	5	DT2	25/02	05/03		10	7	70	
			<u>II- Civil Law and Related Training:</u>									
			Case Management in the 21st Century - For ISC and NCC Chief Judges (Group 1)	4	AOJS	18/02	19/02	12		2	24	
			<u>V- Management Programs:</u>									
			JIC Organizational Development Training Program									

AOJS IN-COUNTRY TRAINING  
STATUS PROGRESS REPORT

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2003	1	Mar.	Advanced IT Project Management	4	DT2	25/02	02/03		10	5	50	
			<u>VI- Case Initiation and Receiving Network Testing and Implementing Training (CIRN)</u>									
			MS Visual Basic 6 Fundamentals (JIC, NCC, ISC)	5	DT2	01/02	09/2		8	8	64	
			Implementing Databases on MS SQL Server (JIC, NCC, ISC)	5	DT2	16/02	24/02		8	8	64	
			<u>VIII - NCJS Institutionalization:</u>									
			Training Process Administration	3	DT2	01/02	05/02	10		5	50	
			Evaluation Methods	3	DT2	15/02	23/02	6	4	5	50	
			<u>I- Case Management Application (CMA) Training:</u>									
			Computer Maintenance and Administration Training (CMA System Support)									
			Advanced IBM Content Manager (JIC, NCC, ISC)	5	DT2	08/03	16/03		8	8	64	
			<u>II- Civil Law and Related Training:</u>									
			Case Management in the 21st Century - For ISC and NCC Chief Judges (Group 2)	4	AOJS	02/03	03/03	28		2	56	
			<u>III- Computer Training:</u>									
			MS Windows and MS Word	3	NCJS	01/03	24/03	8		12	96	
			MS Windows and MS Word	3	NCJS	01/03	24/03		8	12	96	
			MS Windows and MS Word	3	NCJS	01/03	24/03		7	12	84	
			MS Windows and MS Word	3	NCJS	01/03	24/03		7	12	84	
			MS Windows and MS Word	3	NCJS	01/03	24/03		8	12	96	
			MS Windows and MS Word	3	NCJS	29/03	21/04	8		12	96	
			Internet	3	NCJS	08/03	17/03	7		10	70	
Internet	3	NCJS	22/03	31/03	7		10	70				
<u>VI- Case Initiation and Receiving Network Testing and Implementing Training (CIRN)</u>												
CIRN Source Code Training (JIC)	5	AOJS	16/03	27/03		3	11	33				
<u>VIII - NCJS Institutionalization:</u>									0			

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training	
						From	To	Judges	Non-Judges			
2003	2	Apr.	Website Administration	3	DT2	01/03	12/03	1	5	10	60	
			<b>This Quarter</b>					87	96	170	1,347	
			<b>Previous Quarters</b>					3,188	3,949	2,482	43,323	
			<b>Total Quarters</b>					3,275	4,045	2,652	44,670	
2003	2	Apr.	<b>III- Computer Training:</b>									
			MS Windows and MS Word	3	NCJS	05/04	27/04	8		12	96	
			MS Windows and MS Word	3	NCJS	12/04	07/05		8	12	96	
			MS Windows and MS Word	3	NCJS	12/04	07/05		7	12	84	
			MS Windows and MS Word	3	NCJS	12/04	07/05		7	12	84	
			MS Windows and MS Word	3	NCJS	15/04	08/05	8		12	96	
			Internet	3	NCJS	12/04	21/04	7		10	70	
			Internet	3	NCJS	22/04	03/05	7		10	70	
			<b>VIII - NCJS Institutionalization:</b>									
			Evaluation Statistics and Reports	3	DT2	19/04	27/04		11	7	77	
2003	2	May	<b>III- Computer Training:</b>									
			MS Windows and MS Word	3	NCJS	17/05	09/06	8		12	96	
			MS Windows and MS Word	3	NCJS	17/05	11/06		8	12	96	
			MS Windows and MS Word	3	NCJS	17/05	11/06		7	12	84	
			MS Windows and MS Word	3	NCJS	17/05	11/06		7	12	84	
			Internet	3	NCJS	20/05	29/05	7		10	70	
			<b>I- Case Management Application (CMA) Training:</b>									
2003	2	Jun.	CMA V.3.0 Refresher Training - Scanning Group	5	AOJS	21/06	22/06		4	2	8	
			CMA V.3.0 Refresher Training - Technical Support Group	5	AOJS	21/06	23/06		4	3	12	
			<b>III- Computer Training:</b>									
			MS Windows and MS Word	3	NCJS	10/06	03/07	8		12	96	

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

Year	Quarter	Month	Training Activity	Task #	Provider	Dates		Type & No. of Attendees		Duration (Day)	Person/Day Training
						From	To	Judges	Non-Judges		
			MS Windows and MS Word	3	NCJS	21/06	16/07		8	12	96
			MS Windows and MS Word	3	NCJS	21/06	16/07		7	12	84
			MS Windows and MS Word	3	NCJS	21/06	16/07		7	12	84
			Internet	3	NCJS	21/06	30/06	7		10	70
		This Quarter						60	85	208	1,553
		Previous Quarters						3,275	4,045	2,652	44,670
		Total Quarters						3,335	4,130	2,860	46,223
2003	3	Jul.	<b><u>I- Case Management Application (CMA) Training:</u></b>								
			CMA V.3.0 Data Entry Refresher Training (Group 1)	5	AOJS	01/07	03/07		10	3	30
			CMA V.3.0 Data Entry Refresher Training (Group 2)	5	AOJS	05/07	07/07		10	3	30
			CMA V.3.0 Data Entry Refresher Training (Group 3)	5	AOJS	08/07	10/07		10	3	30
2003	3	Aug.									
2003	3	Sept.	<b><u>V- Management Programs:</u></b>								
			Strategy Planning Workshop for JIC - Phase 1	4	AOJS	23/09	25/09	1	16	3	51
		This Quarter						1	46	12	141
		Previous Quarters						3,335	4,130	2,860	46,223
		Total Quarters						3,336	4,176	2,872	46,364