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# ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

**ANNUAL REPORT- FISCAL YEAR 2006**

**November 19, 2006**

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# ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

**ANNUAL REPORT- FISCAL YEAR 2006**

**Contract No. 263-I-01-06-00018-00**  
**A Task Order under IQC No. 263-I-00-06-00018-00**

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

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## **I. EXECUTIVE SUMMARY**

This Annual Report covers the period from project start-up in April 17, 2006 through September 30, 2006. During this period the AOCJ team focused on project start-up activities as well as significant technical activities in Components One and Two.

In Component One the IT team worked closely with the PGO and the JIC to identify 13 priority PGO locations for automation. The IT team and JIC personnel then conducted detailed technical site visits for all 13 agreed upon PGO locations. The information gained from the technical assessments will help the IT team and counterparts develop the precise scopes of work required for future component one activities and procurements.

In Component Two, the Public Defense Specialist conducted meetings with representatives of the PGO, bar associations, and academia to gain insight into the enabling environment for a public defense system in Egypt. In addition, the project finalized, translated and presented to the PGO a Comparative Public Defense Analysis that provides the PGO with models and creative innovations used in other countries that may be worthy of serious consideration in Egypt.

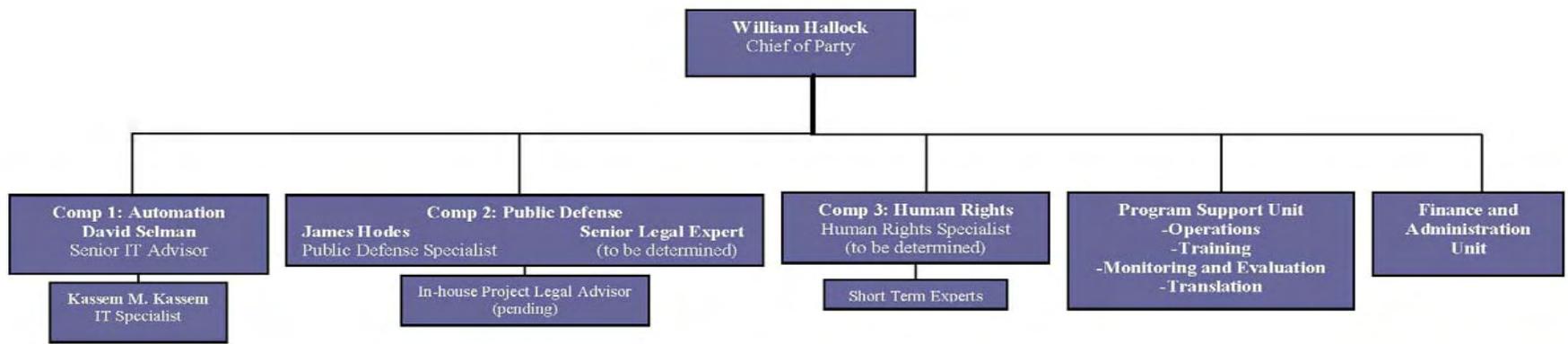
Substantial Component Three technical activities are expected to begin in earnest after September 30, 2006 when the AOCJ team will have the benefit of a full time Egyptian human rights specialist on staff.

## II. STATUS OF PERSONNEL

The diagram below shows the organizational structure of the AOCJ team, including pending positions. The only “key personnel” position on the team that has yet to be filled is the Senior Legal Expert position. AOCJ has identified a senior-level professional to fill this position and final administrative approval is expected soon.

Blue Law is Chemonics’ subcontractor for technical services in Component Three. It was originally envisioned that a significant portion of the expert technical assistance in Component Three would be provided by foreign human rights and due process experts. During and after project start-up, it became apparent from discussions with counterparts at the PGO that Component Three would be better served if implemented with more assistance from Egyptians with expertise in due process and human rights. After discussions with USAID, AOCJ agreed to contract the services of a full time Egyptian due process and human rights specialist instead of relying predominantly on foreign technical experts to carry out Component Three activities. Recruitment efforts were initiated during the reporting period and AOCJ expects to hire a human right specialist before the end of calendar year 2007.

**AOCJ ORGANIZATION CHART**



### III. STATUS REPORT ON PROJECT COMPONENTS

#### Component 1: Automation of the Prosecutor General's Office

Component Manager: David Selman, Senior IT Advisor

##### A. Summary of Activities

**Introduction.** From project through the end of the current reporting period (September 30, 2006), the JIC served as AOCJ's technical partner for Component One activities. The JIC is therefore referred to often in this report. However, during the first quarter of fiscal year 2007, the Prosecutor General designated the Prosecution Information Center (PIC) as the new technical counterpart for AOCJ in Component One. This report therefore contains references to both the JIC and the PIC depending on context.

**IT technical assessments of 13 target locations completed.** Using the Technical Assessment Survey instrument finalized in the first quarter of the project, the AOCJ IT team, in coordination with technical staff at the Judicial Information Center (JIC), conducted detailed site assessments of the 13 targeted PGO locations. Table 1 provides the assessment timeline with respective technical personnel involved.

**Table 1**  
**AOCJ / JIC Technical Assessment Schedule for Targeted PGO Locations**

Prosecution Office	Time Period		JIC Team Members	AOCJ Team Member
	From	To		
1. Technical Office 2. Assets Seizures 3. International Cooperation	5/8/2006	10/8/2006	Abd El Mageed Kotb Said Wasil	Mohamed/Khaled/Kassem
4. Judicial Inspections	12/8/2006	16/8/2006	Abd El Mageed Kotb Said Wasil	Mohamed/Khaled/Kassem
5. General Prosecutions Department	17/8/2006	22/8/2006	Abd El Mageed Kotb Said Wasil	Khaled/Mohammed (17/8/2006) Khaled/David (19/8/2006 – 22/8/2006)
6. Alexandria Appeals Prosecution	19/8/2006	21/8/2006	Mansoor Sabrah Mohamed Dosoki	David/Mohamed/Kassem Mohamed/Kassem
7. High Family Prosecution	23/8/2006	24/8/2006	Abd El Mageed Kotb Said Wasil	David/Khaled
8. East Alexandria Prosecution	22/8/2006	24/8/2006	Mansoor Sabrah Mohamed Dosoki	Mohamed/Kassem
9. El Raml Prosecution	26/8/2006	31/8/2006	Mansoor Sabrah Mohamed Dosoki	Mohamed/Kassem
10. Supreme Public Monetary Prosecution	2/9/2006	5/9/2006	Manar Mahmoud Mohamed Dosoki	David/Mohamed/Kassem Mohamed/Kassem
11. Financial and Commercial Affairs	9/9/2006	12/9/2006	Manar Mahmoud Mohamed Dosokil	David/Mohamed/Khaled Mohamed/Khaled
12. Tax Evasion Prosecution Office	13/9/2006	16/9/2006	Manar Mahmoud Mohamed Dosokil	Mohamed/Khaled Khaled
13. Supreme State Security Prosecution	16/9/2006	19/9/2006	Nader Abdou Manar Mahmoud Mohamed Dosoki	Mohamed/Kassem

**Compilation of assessment reports.** After completion of the technical assessments, AOCJ and JIC split the responsibilities for compiling the assessment reports for each location.

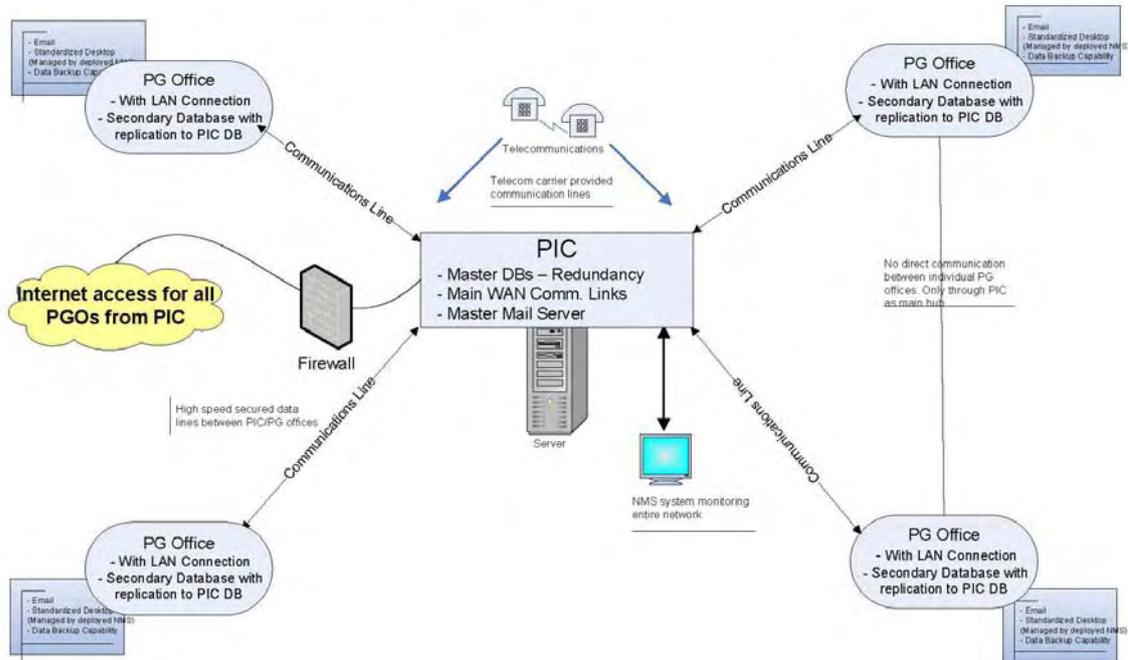
To date AOCJ has completed the process of digitizing all the assessments in possession of the project. All Arabic assessments have been translated into English. There 4 remaining assessments which are pending for completion in possession of the JIC. AOCJ began its technical analysis of each of the locations in our possession. Table 2 summarizes the status of the assessment reports. The analysis of these assessments will allow AOCJ to develop the technical specifications for future scopes of work in Component One.

<b>Table 2 Technical Assessment Matrix</b>				
<b>Location</b>	<b>Date Assessment Completed</b>	<b>Assessment Digitized</b>	<b>Assessment Translated into English</b>	<b>Assessment Provided to Both JIC and AOCJ in Hardcopy and Softcopy</b>
1. Alexandria Appeals Prosecution	9/14/06	X	Yes	Yes
2. East Alexandria Prosecution Office	9/14/06	X	Yes	Yes
3. Al Raml Prosecution Office	9/14/06	X	Yes	Yes
4. Office of International Cooperation	9/30/06	X	Yes	Yes
5. Technical Office	9/28/06	X	Yes	Yes
6. Asset Seizures Office	9/28/06	X	Yes	Yes
7. General Prosecution Department	8/29/06	X	Yes	Yes
8. Judicial Inspection Department	9/28/06	X	Yes	Yes
9. Supreme Family Prosecution	8/29/06	X	Yes	Yes
10. Tax Evasion Prosecution Office	NA	NA	No	NA
11. Financial and Commercial Affairs Prosecution Office	NA	NA	No	NA
12. High Public Monetary Prosecution	NA	NA	No	NA
13. State Security Prosecution Office	NA	NA	No	NA

**WAN telecommunications options investigated.** In preparation for establishing expected WANs between diverse PGO locations, AOCJ investigated telecommunications carriers who may be able to provide the PGO with required services for WAN communications. Different carriers use distinct communications interfaces and equipment, as well as different line linkages (i.e. DSL, leased lines, dial up, etc) that AOCJ and the PIC will need to consider when configuring IT solutions for the PGO. Investigations have revealed that Telecom Egypt has a wide variety of carriers and offers different types of services in geographically diverse locations around the country. Due to the diversity of services offered, our initial conclusion is that there should be no serious technical restrictions in terms of line connections between PGO offices.

**WAN/LAN architecture design.** AOCJ completed preliminary architectural schematics for a proposed IT solution for the PGO based on information contained in the assessments (see diagram, “Draft Conceptual Network Topography Architecture”). This preliminary technical schematic, or a more detailed version thereof, will be included in the RFP to provide technical guidance to proposed vendors.

## Draft Conceptual Network Topology Architecture



**Frameworks for RFPs.** AOCJ expects to publish two RFPs. One RFP will be published locally for development of the project management and customized software for automated prosecution case file management. The second RFP will be published in the US for the procurement of hardware and commercial off-the-shelf software. AOCJ anticipates fielding a home office technical expert in order to streamline and accelerate this process.

**Observational study tour (OST) preparation.** AOCJ made extensive preparations for an automation OST during the reporting period. Preparations included several technical meetings, teleconferences, and research with the following entities:

- Judicial Information Center
- Chemonics International Training Department (ITD)
- National Center for State Courts (NCSC)
- US-based prosecution offices
- US-based IT centers

AOCJ prepared and translated a preliminary OST program, originally intended for JIC and PGO personnel, which was discussed with USAID. The NCSC agreed to provide US-based technical assistance. Chemonics ITD would lead administrative and logistical assistance for the OST.

### B. Component One Achievements

- IT Technical Assessment Survey Instrument developed
- Introductory site visits to target PGO offices conducted
- Introductory Site Visit Report prepared and delivered to JIC

- IT technical assessments conducted in coordination with JIC at all 13 PGO target locations
- Nine site assessments totally completed and analysis underway
- Preliminary IT architectural schematic drafted
- WAN telecommunications options investigated
- Automation OST program developed

### **C. Progress Towards Results and Problems Encountered**

No major problems were encountered during the reporting period. AOCJ made substantial progress during the first six months of the project in Component One. The AOCJ IT Team made enormous efforts to complete 13 technical site visits in a very brief period of time. A solid foundation of information has been obtained from which the future IT solution of the PGO can be systematically developed.

The AOCJ IT Team has fully achieved the results anticipated in the preliminary AOCJ work plan, including all of the following:

- Introductory site visits completed and introductory site visit report submitted
- IT technical assessment survey instrument completed
- IT technical assessment site visits completed for all PGO locations
- RFP framework developed for US based hardware procurement and local project management/software development RFP framework in draft form
- Observational study tour program developed (actual OST postponed due to change in technical partner)

## Component 2: Implementation of Public Defense System

Component Manager: James Hodes, Public Defense Specialist

### A. Summary of Activities

**Comparative Public Defense Report.** The AOCJ technical team finalized initial research on comparative public defense systems and completed a Comparative Public Defense Overview report for the PGO. This report contains a summary of public defense systems in the following countries:

- France
- Switzerland
- Turkey
- The Netherlands
- United States
- Hungary
- Bulgaria
- Lithuania

The purpose of the report was to provide the PGO with information and ideas about public defense models and innovations that are in use in other countries and may have potential applicability in Egypt. AOCJ expects to receive feedback from the PGO on the countries of interest and proceed to present the PGO with more detailed specific information about its countries of choice.

**Analysis and review of features of existing defense system.** The Public Defense Specialist, in coordination with the PGO, continued his review of the *de juris* and *de facto* operation of the Egyptian defense system. He held several coordination meetings with the PGO during the reporting period, sharing information, requesting collaboration, and receiving approval for AOCJ actions going forward. The Public Defense Specialist also organized and conducted court site visits, in coordination with Chief Prosecutor Mohamed Khalaf, to observe trials in operation in the following locations:

- Nasr City Court
- Ismaileya Court
- Tanta Court

AOCJ organized and carried out informational meetings with several Egyptian and non-Egyptian legal professionals, ranging from private attorneys and law professors to the Egyptian Bar Association and Institute for the Study and Development of Legal Systems.

**Analysis of amendments to criminal procedures law.** AOCJ obtained and translated the amendments to the criminal procedures code recently passed to expand the right of indigent clients to defense counsel. The passage of this law is an important step towards more significant reform of the Egyptian defense system. AOCJ also obtained, translated and analyzed PGO Circular No. 11 Of 2006 Regarding Consolidating the Right of Access to Defense. This document provides guidance to prosecutors on implementation of the recent amendments to the Criminal Procedures Law.

## **B. Achievements**

- Conducted three separate trial court observations of criminal proceedings in action to understand de facto defense system
- Finalized and presented public defense comparative report to the PGO
- Reviewed and prepared preliminary analysis of amendments to Criminal Procedures Law and PGO Circular No. 11 Of 2006 Regarding Consolidating the Right of Access to Defense
- Organized and carried out informational meetings with Egyptian and non-Egyptian legal professionals regarding existing and future public defense models

## **C. Progress Towards Results and Problems Encountered**

One of AOCJ's key personnel positions under our contract is a local legal expert. It has been challenging to find a suitable candidate who has both the professional stature and experience required by the PGO while simultaneously possessing fluency in English required by the AOCJ team. This position remained vacant during the reporting period and has slightly slowed progress towards project goals. However, a strong candidate for this position was identified by AOCJ and approved by the PGO. The local legal expert will serve as the primary technical liaison between the project and the PGO. Final administrative approval is now pending. During the reporting period, AOCJ received approval from USAID to hire an in-house legal advisor who will provide assistance and insight directly to the project team.

Apart from the impediment noted above, progress towards results has been fully satisfactory. AOCJ delivered the Comparative Public Defense Report to the PGO during the reporting period, thus laying the foundation for future technical discussions with counterparts on public defense reforms.

## **Component 3: Development of Human Right Curricula**

**Component Manager: Local Human Rights Specialist (to be determined)**

### **A. Summary of Activities**

Under Component Three, USAID and AOCJ agreed to a structural change in order to improve our implementation strategy. Blue Law is Chemonics' subcontractor for Component Three and it was originally envisioned that a significant portion of the technical assistance would be provided by foreign experts. However, soon after project start-up it became apparent that the PGO would be better served through reliance on Egyptian due process and human rights experts familiar with the functioning of the Egyptian legal system. After discussions with USAID, AOCJ agreed to contract the services of a full time Egyptian due process and human rights specialist to lead Component Three activities for approximately 2.5 years, instead of relying predominantly on foreign technical experts. The conversion of foreign level of effort to Egyptian level of effort will come at no extra cost to the project. AOCJ developed a thorough scope of work for the human rights specialist position and expects to hire a specialist during the first quarter of fiscal year 2007.

### **B. Achievements**

Under the preliminary AOCJ work plan for the period May 2006 through September 2007, significant technical activities are not planned in Component Three until the first quarter of fiscal year 2007. A review and assessment of the existing due process and human rights training for prosecutors will be undertaken during this quarter.

### **C. Progress Towards Results and Problems Encountered**

No major problems were encountered during the reporting period. Pursuant to the AOCJ work plan for the period May 2006 through September 2007, technical results are expected in fiscal year 2007.

## Component 4: Core Team/Management

**Component Manager: William Hallock, COP**

### **A. Summary of Activities**

Component four includes all the management and operational activities that are required for the project to successfully function and to implement component activities. During the reporting period AOCJ fielded and hired personnel, located and renovated office space, and established full operation of the project field office.

**Staffing and Recruitment.** AOCJ engaged in extensive recruitment, interviewing, and hiring during project start-up. All project long-term expatriates were fielded during the first project quarter and have begun technical work. Most Egyptian staff have also been hired. There are three technical legal positions that remain to be filled (see personnel status in Section I above).

**Office Space and Equipment.** During the reporting period, particularly during project start-up, AOCJ supervised required modifications to the selected office space and purchased office furniture and supplies to make the project office fully functional. Project phone lines and internet connections are operational. The AOCJ team developed the specifications required for office computer equipment and procured same in accordance with USAID regulations and Chemonics standard policies.

**Work Planning.** With the assistance of Melissa Marland, Chemonics Work Planning Specialist, the AOCJ team completed and submitted to USAID the first AOCJ work plan for the period May 2006 through September 2007. Due to expected changes in certain aspects of Components One and Two, AOCJ expects to revise the work plan in coordination with USAID and counterparts.

**Training.** The AOCJ training team established contacts and contractual relationships with vendors, hotels, and conference facilities to furnish goods and services to the AOCJ for conferences and training activities. The training team also prepared all forms and organizational materials that will be required to execute planned observational study tours in the coming quarters. The AOCJ training team coordinated extensively with the Administration of Judicial Support (AOJS) II training team and the JIC to establish applicable training plans. AOCJ also engaged numerous providers of technical training to review their resources and capabilities. AOCJ developed an extensive training plan for the JIC that will now be transferred to AOJS II due to a strategy change in Component One. Training for the JIC was prepared in three distinct areas:

1. Network and Security training
2. IT Training for non-technical personnel
3. English language training

**Operations.** John Shin, Chemonics Field Accountant, completed a financial training and orientation for the project financial team. Maria Navia, AOCJ home office project manager, developed the AOCJ Operational Guidelines and trained all project staff on USAID rules and regulations and Chemonics operational policies and procedures. AOCJ drafted and submitted an Emergency Action Plan to the Chemonics home office for final

approval during the reporting period. This plan establishes procedures and policies for proper action in the case of natural disasters or other emergencies.

***Coordination with Other Projects.*** The AOCJ team coordinated extensively with various other USAID-supported projects, including AOJS II and the Family Justice Project. AOCJ also worked with non-USAID projects to further understand existing programs, avoid duplication of effort, and build on existing synergies when possible. For example, the UNDP Human Rights Programme is very interested in collaborating with AOCJ on the implementation of due process and human rights training courses that are developed by AOCJ in Component Three. This is a perfect fit because AOCJ will be developing course materials but will not be conducting full scale training courses while UNDP is will to actually implement training with materials provided by AOCJ.

***AOCJ beta website completed.*** AOCJ created a beta version of the AOCJ website. It will have both public and private access. Public access will permit interested parties to learn about the project while the private section will permit project staff, counterparts, and USAID to access secure parts of the website for reports, performance information, or registration for project events.

## **B. Achievements**

- AOCJ international staff fielded
- Office space located, renovated, and fully established
- Office IT equipment requirements identified and procurement completed
- Project vehicles secured
- First annual work plan drafted and submitted
- Local project staff recruited and hired
- Training service contracts and administrative materials prepared
- Financial and operational procedures established
- Operations manual completed and distributed to staff
- Emergency Action Plan completed
- Beta version of AOCJ website created

## **C. Progress Towards Results and Problems Encountered**

AOCJ start-up activities during the first six months of the project were completed with no major problems. The results expected during this period (i.e. establishment of the project office, regular reporting, and smooth project operations) have all been accomplished. The project now rests on a solid foundation with both systems and procedures in place that will enable efficient completion of the technical aspects of the project.

## **VI. ANNEXES**

Annex 1: Success Story

Annex 2: Quantitative Comparison of Project Accomplishments to Benchmarks

Annex 3: Annual Financial Status Report

Annex 4: Project Bibliography

Annex 5: List of Technical Assistance Activities

Annex 6: List of Individuals Trained Overseas

Annex 7: List of In-Country Courses

Annex 8: List of Equipment and Materials Purchased

## ANNEX 1: SUCCESS STORY

This annual report corresponds to the first six months of project operation. During this time the focus of AOCJ team has been on project start-up and initial technical activities. The design and implementation of technical solutions are still underway. Accordingly, there has been no measurable impact on the actual lives of individuals, families, or communities to date. However, AOCJ start-up activities and early technical work have been successful, as exemplified by the counterpart letter (see below) received from Counselor Ahmed Hany, Director of the JIC.

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JIC

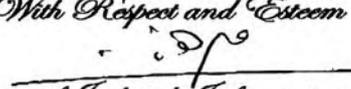
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*Mr. William Hallock*  
*Chief of Party*  
*USAID Contractor*  
*Administration of Criminal Justice Project*  
*Cairo, Egypt*  
*August 23, 2006*

*Dear Mr. Hallock*

*Within the framework of implementing the inception steps of "Administration of Criminal Justice Project" and what we experienced of extreme attention and efforts on your side toward the implementation of this project.*

*I would like to seize this opportunity to thank you and your team for the extreme attention and effort towards implementing this project. I also appreciate this productive cooperation towards accomplishing this huge work of us.*

*With Respect and Esteem*  
  
*Director of Judicial Information Center*  
*Counselor*  
*Ahmed Hany Molhtar*  
*Chief of Court of Appeal*

23/08 2006 WRD 13:46 [JOB NO. 50991] 0201

## **ANNEX 2: COMPARISON OF PROJECT ACCOMPLISHMENTS TO BENCHMARKS**

Upon agreement with USAID, the AOCJ project has three quantitative life of project indicators linked to USAID intermediate result 21.3: Increased Availability of Effective Legal Services. These indicators are listed below. Quantitative baselines for these indicators must be established in collaboration with the PGO. Actual reporting on quantitative results is not anticipated until more advanced stages of the project when actual implementation has produced measurable results.

In the absence of readily available quantitative information on the indicators noted below, AOCJ is measuring project accomplishments against milestones listed as deliverables in the preliminary AOCJ work plan. The achievements for each component are listed in Section III of this report: Status Report on Project Components.

### **Indicator 1: Annual percentage of cases in which publicly-appointed counsel has access to defendant within the statutorily mandated time.**

This is a USAID Mission-specific indicator for criminal justice. This indicator will measure the operational success of a reformed public defense system. In collaboration with the PGO, AOCJ will establish a baseline measurement of the existing system for comparison. This baseline has yet to be established due to the lack of readily available statistical information on the operation of the existing defense system.

### **Indicator 2: Annual percentage of cases in which publicly-appointed counsel has access to the automated case file within a reasonable time**

This is a USAID Mission-specific indicator for criminal justice. There is currently no automated case file system. AOCJ will begin reporting on this indicator once an automated case file system is created and made accessible to defense counsel.

### **Indicator 3: Number of people trained**

This is USAID Common Indicator 5.9. During the first six months of the project, the AOCJ training team developed an extensive training program for the JIC. Due to a strategic realignment of Component One, AOCJ has transferred its JIC training program to the USAID-supported AOJS II project for implementation.

## **ANNEX 3: ANNUAL FINANCIAL STATUS REPORT**

The total AOCJ contract amount is \$17,540,710 subject to the availability of USAID funds. To date the project has expended funds on initial start-up, technical activities, office furniture and equipment, and administrative expenses. Total expenditures to date amount to \$811,225. Contract funds remaining total \$16,729,485.

## **ANNEX 4: PROJECT BIBLIOGRAPHY**

Administration of Criminal Justice: Biweekly Summary for the Period of April 23 – May 4, 2006, unpublished report prepared for USAID\Egypt by the AOCJ Project, May 7, 2006.

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Egypt AOCJ Project: Summary Report of AOCJ Introductory Site Visits to Prosecution Offices for Automation, unpublished report prepared for USAID\Egypt by the AOCJ Project, August 13, 2006.

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Administration of Criminal Justice: Comparative Public Defense Overview, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 7, 2006.

Summary of the USAID Administration of Criminal Justice Project, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 11, 2006

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Administration of Criminal Justice: Quarterly Report April – June 2006 Revised, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 26, 2006.

Assessment of the Process of Appointed Defense Counsel in Egypt, unpublished report prepared for USAID\Egypt by the AOCJ Project, September 27, 2006.

## ANNEX 5: LIST OF TECHNICAL ASSISTANCE ACTIVITIES

### 1. Lindsey Ankele, Start-up Specialist.

**Duration of Consultation:** 27 Days

**Purpose of Consultation:** Ms. Ankele provided administrative and contractual startup of the AOCJ project, including: 1) identifying and negotiating a lease for the AOCJ field office in Cairo; 2) the procurement of office and communications equipment pursuant to all governing procurement regulations; 3) recruiting, hiring, and training of appropriate local staff; establishing of administrative and financial management procedures for effective project communications; and 4) negotiation of local subcontracts. Additionally, Ms. Ankele provided support for a training plan included in the start-up work plan.

**Achievements:**

- Hiring of field office support staff; initial training conducted
- Initial office equipment and furniture procured; project office established
- Preliminary office procedures, tracking, and filing systems established

### 2. Melissa Marland, Work planning Specialist.

**Duration of Consultation:** 18 Days

**Purpose of Consultation:** Ms. Marland assisted in drafting the AOCJ Start-up Work plan. The work plan addressed: roles and responsibilities of project staff, performance monitoring and measurement, expected project results and recommended strategies and approaches to achieving those results. Ms. Marland also assisted in the development of the project performance monitoring plan, based upon input from the project staff, USAID/Egypt, and stakeholders.

**Achievements:**

- Preliminary counterpart meetings completed
- Work planning workshops conducted with project team
- Draft work plan prepared and submitted to USAID

### 3. Susan Coleman, Director and Start-up Specialist.

**Duration of Consultation:** 14 Days

**Purpose of Consultation:** Ms. Coleman continued with project start-up activities, including: 1) finalization of office space in Cairo; 2) procurement of office and communications equipment pursuant to USAID regulations; 3) recruitment and hiring of appropriate local staff; and 4) finalization of negotiation of local subcontracts.

**Achievements:**

- Additional field office support staff hired.
- Office equipment and furniture procured.
- Project office functional and ready for occupation

### 4. Maria Navia, Project Manager

**Duration of Consultation:** 33 Days

**Purpose of Consultation:** Ms. Navia supported the Chief of Party in: 1) the establishment of proper USAID and project policies, procedures, and systems and training the local staff in their utilization; 2) the finalization of required procurement in order to have an operational office; and 3) finalization of recruitment and hiring of local AOCJ staff.

**Achievements:**

- Field office staff trained and operating in an efficient manner
- Majority of office equipment and furniture procured
- Office procedures, filing systems, and tracking systems finalized and operational
- Systems and procedures documented in AOCJ Operations Manual
- Served as acting Operations Manager while recruiting for permanent Operations Manager

**5. John Shin, International Field Accountant****Duration of Consultation:** 6 Days

**Purpose of Consultation:** Mr. Shin provided start-up training for the Egypt AOCJ finance team and installed Chemonics' new ABACUS accounting software. The consultant provided training on the functionality and utilization of ABACUS to the AOCJ finance team. Mr. Shin also provided training on best accounting practices used in the AOCJ field office, in particular cash management and internal financial controls, while following USAID regulations and Chemonics' standard practices and policies.

**Achievements:**

- Installation of ABACUS accounting software
- Training of AOCJ finance team members on:
  - Using ABACUS system
  - Financial documentation and filing
  - Internal financial controls

**6. Mohammed Ahmed Tawfik, Network Analyst****Duration of Consultation:** 90 days

**Purpose of Consultation:** Mr. Tawfik assisted in the successful completion of the IT Baseline assessment of the Prosecutor General's Office (PGO) and provided the necessary technical insight needed in the development of the WAN/LAN architecture design. Mr. Tawfik also provided valuable assistance to activities related to the IT procurement process, specifically in developing component metrics for all interconnectivity devices that will be used to link the PG offices targeted for automation.

**Achievements:**

- Technical assistance for the IT Technical Assessment
- WAN/LAN design document
- IV & V Implementation Process document
- Assistance for specifications for Component One IT procurement

**7. Khaled Mostafa Mohamed, Systems Analyst****Duration of Consultation:** 90 days

**Purpose of Consultation:** Mr. Mohamed assisted in the successful completion of the IT Baseline assessment of the PGO and provided the necessary technical insight needed for the development and documentation case file workflow. Mr. Mohamed also provided valuable assistance with the development of the project's website and contributed to activities relating to the IT procurement process.

**Achievements:**

- Technical assistance for completion of IT Technical Assessment
- Case file automation workflow development design
- IV & V Implementation Process document
- Assistance for specifications for Component One IT procurement

## **ANNEX 6: LIST OF INDIVIDUALS TRAINED OVERSEAS**

There were no AOCJ observational studies planned or implemented during the reporting period. No individuals were trained overseas.

## **ANNEX 7: LIST OF IN-COUNTRY COURSES**

There were no training courses planned or implemented during the reporting period. There were two orientation workshops planned for PGO staff prior to the implementation of the IT technical assessment survey.

Two IT Technical Assessment Orientation Workshops/Meetings were conducted by the AOCJ IT Team in coordination with PGO and JIC counterparts in both Cairo and Alexandria on August 5 and August 19, 2006 respectively. The purpose of these orientation workshops was to distribute the approved IT Technical Assessment Survey Instrument and explain the methodology used to carry out the assessment.

## ANNEX 8: LIST OF EQUIPMENT AND MATERIALS PURCHASED

Pursuant to USAID regulations, Chemonics keeps an inventory list of all items purchased over \$500USD or its equivalent in Egyptian Pounds. This inventory list is contained in the table below.

AOCJ Inventory List											
Item Type	Item Description	ID No.	Serial No.	Acquisition Date	Check No.	Actual EGP	USD Equivalent	Actual USD	Current Location	Supplier	Condition
Vehicle	Chrysler Minivan 2006, Black	014	6R751565	14-May-06	228506			35,700	Parking Location	Abou Ghaly	New
Vehicle	Jeep Grand Cherokee Hemi 2006, Berry Green	015	6C164006	14-May-06	228506			38,700	Parking Location	Abou Ghaly	New
Computer Equipment	42 U Server Rack, wheels	056	NA	22-May-06	233437	6,210	1,084		Server/Network	Add Tech.	New
Computer Equipment	48-prot Network Switch	058	RJS006100 1194	22-May-06	233437	3,750	654		Server/Network	Add Tech.	New
Computer Equipment	Dell Desk top OptiPlex GX520 PCs (CPU)	059	41L122J	22-May-06	233440	5,550	969		Mohamed Sabry	Alpha Omega Group	New
Computer Equipment	Dell Desk top OptiPlex GX520 PCs (CPU)	060	1ZK122J	22-May-06	233440	5,550	969		Ibrahim Khalaf	Alpha Omega Group	New
Computer Equipment	Dell Desk top OptiPlex GX520 PCs (CPU)	061	H0L122J	22-May-06	233440	5,550	969		AOCJ Office	Alpha Omega Group	New
Computer Equipment	Dell Desk top OptiPlex GX520 PCs (CPU)	062	BZK122J	22-May-06	233440	5,550	969		Iman Mohamed	Alpha Omega Group	New
Computer Equipment	HP Printer Laser Jet 4250	075	CNCXM468 80	22-May-06	233435	11,190	1,953		Reception	Add Tech	New
Computer Equipment	HP Printer Laser Jet 2420	076	CNHKH045 28	22-May-06	233435	6,290	1,098		Wael Zaki	Add Tech	New
Computer Equipment	HP Printer Laser Jet 2420	077	CNHKH043 72	22-May-06	233435	6,290	1,098		Consultant Room	Add Tech	New
Office Equipment	Canon Photocopier IR2870 (note: this amount LE79,500 represents the cost of 2 photocopiers Inv# 78&79)	078	KGD03785	22-May-06	233434	79,500	13,874		Reception	Xerox Pioneer Office Supplies	New

Item Type	Item Description	ID No.	Serial No.	Acquisition Date	Check No.	Actual EGP	USD Equivalent	Actual USD	Current Location	Supplier	Condition
Office Equipment	Canon Photocopier IR3570	079	KFW 14106	22-May-06	233434				Training staff	Xerox Pioneer Office Supplies	New
Office Equipment	Finisher S1	080	KCG68736	22-May-06	233434	5,500	960		Reception	Xerox Pioneer Office Supplies	New
Office Equipment	Main Telephone Switch, Panasonic KX-TDA100	087	KX-TDA100 BX	25-May-06	228492	10,190	1,778		Server/Network	Eastel Co.	New
Office Furniture	Desk drawers	292	NA	7-Aug-06	233496	386.50	67		AOCJ Office	Dream Co.	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	309	0901	3-Sep-06	HO Purchase			1,550	Wael Zaki	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	310	0958	3-Sep-06	HO Purchase			1,550	David Selman	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	311	0793	3-Sep-06	HO Purchase			1,550	James Hodes	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	312	0899	3-Sep-06	HO Purchase			1,550	Nahed Iskander	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	313	0112	3-Sep-06	HO Purchase			1,550	Abla Abdel Moneim	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	314	0895	3-Sep-06	HO Purchase			1,550	Abeer Nadi	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	315	0140	3-Sep-06	HO Purchase			1,550	Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	316	0845	3-Sep-06	HO Purchase			1,550	Kassem Mahmoud	Purchased by HO Ship.# 016-5866570	New

Item Type	Item Description	ID No.	Serial No.	Acquisition Date	Check No.	Actual EGP	USD Equivalent	Actual USD	Current Location	Supplier	Condition
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	317	0807	3-Sep-06	HO Purchase			1,550	Khaled Mohamed	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	318	0949	3-Sep-06	HO Purchase			1,550	Mohamed Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	319	0908	3-Sep-06	HO Purchase			1,550	AOCJ Office	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	320	0903	3-Sep-06	HO Purchase			1,550	AOCJ Office	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	Dell Latitude Notebook Computer, keyboard, case, surge protector	321	0878	3-Sep-06	HO Purchase			1,550	AOCJ Office	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	HP Proliant ML370 G4 Pack Server	355	USE628NH HD	3-Sep-06	HO Purchase			3,900	Server Room	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	HP Proliant ML370 G4 Pack Server	356	USE628NH HF	3-Sep-06	HO Purchase			3,900	Server Room	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	HP Storage works Ultrium 232 3U Rack Mounted tape drive	357	Not yet installed	3-Sep-06	HO Purchase			1,890	Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	HP TFT7600RKM Rack Mounted Switch with keyboard & monitor	358	2C462500C D	3-Sep-06	HO Purchase			2,145	Server Room	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	APC smart-UPS 5000VA UPS for server	359	C50603110 338	3-Sep-06	HO Purchase			2,540	Server Room	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	HP Dc7600 Desktop computer with accessories + HP 17" LCD monitor	360	CPU S/N: 2UA6301QS D Monitor S/N: CNC624PF Z6	3-Sep-06	HO Purchase			1,260	Laila Kamal	Purchased by HO Ship.# 016-5866570	New

Item Type	Item Description	ID No.	Serial No.	Acquisition Date	Check No.	Actual EGP	USD Equivalent	Actual USD	Current Location	Supplier	Condition
Computer Equipment	HP Dc7600 Desktop computer with accessories + HP 17" LCD monitor	361	CPU S/N: 2UA6301Q5 C Monitor S/N: CNC624PF Z4	3-Sep-06	HO Purchase			1,260	Hisham Marzouk	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	HP Dc7600 Desktop computer with accessories + HP 17" LCD monitor	362	CPU S/N: 2UA6301Q5 B Monitor S/N: CNC624PG D9	3-Sep-06	HO Purchase			1,260	Khamis Mostafa	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	HP dc7600 Desktop with 2 GB memory & accessories+ 17" monitor	363	CPU S/N: 2UA6301Q5 G Monitor S/N: CNC624PF ZK	3-Sep-06	HO Purchase			1,245	Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	HP dc7600 Desktop with 2 GB memory & accessories+ 17" monitor	364	CPU S/N: 2UA6301Q5 F Monitor S/N: CNC624PF ZL	3-Sep-06	HO Purchase			1,245	AOCJ Office	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	HP 2800 den printer	372	TH6335ZOJ J	3-Sep-06	HO Purchase			945	Reception	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	<b>Total software as listed below:</b>	388		3-Sep-06	HO Purchase			19,615	Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	1- Veritas Software License document	389	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	2- Adobe Software License document	390	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	3- Symantec Software License document	391	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	4- Symantec Backup Exec 10d for Windows Server Software (4 CDs)	392	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016- 5866570	New
Computer Equipment	5- Symantec AntiVirus Software, V.10.1	393	NA	3-Sep-06	HO Purchase				Azza Tawfik	HO purchase# 016-5866570	New

Item Type	Item Description	ID No.	Serial No.	Acquisition Date	Check No.	Actual EGP	USD Equivalent	Actual USD	Current Location	Supplier	Condition
Computer Equipment	6- Adobe Acrobat 7.0 pro Software, Arabic	394	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	7- Symantec Mail Security for MS Exchange V.5.0	395	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	8- MS Project V.3.0 (3CDs)	396	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	9- MS Office pro 2003 w/CD's (10CDs)	397	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	10- MS Office pro 2003 w/CD's (10CDs)	398	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	11- MS Exchange Server 2003 w/CD's (4 CDs)	399	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	12- Windows Server 03 w/CD's (3 CDs)	400	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New
Computer Equipment	13- ISA Server Std. Edition 04 with CD's	401	NA	3-Sep-06	HO Purchase				Azza Tawfik	Purchased by HO Ship.# 016-5866570	New