



USAID
FROM THE AMERICAN PEOPLE



ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

QUARTERLY PROGRESS REPORT

JANUARY-MARCH 2007

May 1, 2007

This publication was produced by Chemonics International for review by the United States Agency for International Development.

Contact Information: aocj@aocj.org

ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

QUARTERLY PROGRESS REPORT

JANUARY-MARCH 2007

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.

CONTENTS

I. Executive Summary	1
II. Status Report on Project Components.....	2
Component 1: Automation of the Prosecutor General’s Office.....	2
Component 2: Implementation of Public Defense System.....	6
Component 3: Development of Human Rights Curriculum.....	9
III. Update on Procurement Plan.....	11

I. EXECUTIVE SUMMARY

During the period from January to March 2007, the AOCJ project made significant progress on major substantive activities. In Component 1 in particular, AOCJ provided ample technical assistance to help prepare the Prosecution Information Center (PIC) for eventual operation. Numerous activities were dedicated to finalizing an IT solution architecture for the Public Prosecution and developing specifications for hardware equipment and software that will eventually be necessary to automate both the PIC and targeted counterpart offices.

Component 2 activities centered on coordination with potential bar association partners for defense attorney training, including specifically the Alexandria Bar Association. However, work with bar associations was temporarily postponed pending the hiring of a local legal advisor acceptable to the Prosecutor General's Office (PGO) and realignment of Component 2 activities in coordination with the PGO. The project expects to hire a part-time local legal advisor acceptable to the PGO next quarter and to use his expertise to move Component 2 activities forward.

In Component 3, the hiring of a human rights legal advisor, Mr. Ahmed Zohny, has substantially increased the pace of work on the human rights curriculum. AOCJ developed the core principles and guidelines of the curriculum and submitted these to the PGO for approval. In addition, the project made considerable progress on the content of the Introduction to International Human Rights course that we expect to test at the NCJS during the next quarter.

II. 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. AOCJ began full-fledged substantive work with new Component 1 counterpart, the PIC, during the reporting period. Working closely with Mahmoud Youssef, the designated Director of the PIC, the AOCJ IT team made significant progress in finalizing technical specifications for the proposed Public Prosecution IT solution. AOCJ also proceeded with important procurement activities related to IT services and equipment.

The new PIC is currently undergoing infrastructure changes previously recommended by the AOCJ team. Our team of experts continued to provide important technical advice to the PIC and its contractors to ensure the physical adequacy of the PIC location.

Finally, as an important building block for the establishment of the PIC, AOCJ started planning for the PIC IT Workshop, scheduled for April 2007.

Design of PIC IT solution completed. AOCJ delivered to Mahmoud Youssef on January 31, 2007, the "Preliminary Specifications for the Prosecution Information Center". This report included AOCJ's solution recommendations for the IT center to be located at the PIC. Once the PIC selects its preferred solution, procurement of the relevant equipment will begin.

Draft System Integrator RFP completed and delivered to counterpart. AOCJ completed a draft of the system integrator RFP in English with the assistance of Miles Sedgwick, Chemonics' IT Procurement Specialist. The English version was shared with the PIC and the Arabic version will be delivered to the counterpart during the next reporting period. A workshop with the PIC and the Ministry of State for Administrative Development (MSAD) to finalize the terms of the system integrator RFP is also planned for next quarter.

Supreme State Security Prosecution Office network cabling and wiring completed; communications switches installed. Working with a local subcontractor, HIT Company, AOCJ finalized the network cabling and wiring of the Supreme State Security Prosecution (HSSP)

High State Security Prosecution Office Work Completed at Quattameya Complex

1. 248 data nodes installed
2. All data nodes tested and performing at 100% capacity
3. Network cabling and wiring completed on all five floors
4. 7 communications switches procured and installed
5. All switches successfully tested and 100% functional
6. Protective switch boxes installed increasing equipment security
7. Multiple UPS devices procured and installed

Office located in the Quattameya Complex. The HSSP is one of the few Public Prosecution locations with a functioning LAN. When they moved to the Quattameya Complex, the PGO asked AOCJ to equip their new location so that it would support their LAN. Upon USAID approval, AOCJ proceeded with the required work, which was completed during the reporting period.

AOCJ conducted thorough testing of all systems hand-in-hand with designated PGO technical representatives. Testing and minor adjustments resulted in 100% functionality for all equipment and data nodes (see text box). The HSSP is now fully prepared to run a functional LAN.

Completion and Delivery of IT Technical Assessment Report. On February 7, 2007, AOCJ delivered to the PIC/PGO the final version of a comprehensive IT Technical Assessment Report on the 13 targeted Public Prosecution locations. This report includes a detailed list of recommended HW and SW, as well as AOCJ's proposed network topology. AOCJ received very positive preliminary feedback from the PIC on the quality and content of the report. MSAD sent very brief written questions and comments to AOCJ on the report in March. MSAD's comments were fairly minor and raised no serious concerns about the overall IT solution design or architecture. AOCJ responded in writing to MSAD's comments on March 19, 2007. A formal meeting is scheduled with MSAD, PIC, and AOCJ on April 2, 2007, to agree on a final IT solution design. The final solution agreed upon by these parties will form the basis of future procurements in Component 1.

Memorandum of Understanding for PGO regarding PIC. To help ensure the required level of long term support for the PIC from the PGO consistent with the financial commitment being dedicated by USAID, the project prepared a Memorandum of Understanding (MOU) for signature by Chemonics International and the PGO. The MOU, though symbolic in nature, clearly identifies in writing the roles and responsibilities expected of each party (i.e. AOCJ and PGO). The MOU will help ensure the long term success and sustainability of the PIC once the project is completed by confirming the PGO's commitment to support PIC operations once it is established. AOCJ is awaiting PGO feedback to finalize and then sign the document.

Refurbishing the Prosecutor General's Conference Room. Upon request from the Prosecutor General and approval from USAID, the project prepared a complete refurbishing plan for the PGO conference room. This space will serve as the location for the forthcoming PIC IT Workshop and as a future location for AOCJ-PGO meetings and small workshops. The project began enhancements to the space during the reporting period with final touches expected to be completed in April 2007. Refurbishing work includes the following:

- Upgrading electrical and lighting capacity
- Equipment enhancements (i.e. laptop and projector)
- Window treatments; painting and wood finishing
- Climate control systems
- Conference table and associated furniture

Preparation for PIC IT Workshop. Instead of an overseas study tour, the PIC/PGO requested that AOCJ prepare a workshop that would allow members of the Public Prosecution to see and understand the purpose, organization, and operational requirements of modern day IT centers from around the world. AOCJ began preparation of the materials for this multi-media event during the reporting period. AOCJ also conducted an extensive recruit for suitable instructors for the workshop. We eventually succeeded in recruiting an international instructor, Ms. Rebekah Lepro, and a local facilitator, Mr. Osama Farag, to lead the event. Both these individuals were approved by the PIC and USAID and the majority of materials preparation was completed during the reporting period. The actual event will take place on April 22-24, 2007.

Technical assistance for PIC development. AOCJ continued providing expert technical assistance to ensure the proper physical infrastructure set-up of the PIC location. During the reporting period AOCJ provided assistance to the PIC on electrical planning in a report entitled "Review of PIC Electrical Upgrade Plans," dated January 25, 2007. The AOCJ IT team also continued to coordinate closely with Mahmoud Yousef and managers and technicians from Arab Contractors, on issues related to

- Air conditioning systems
- Raised flooring
- Fire suppression equipment
- UPS equipment

Physical space reallocation suggestions for High Court Complex completed. On January 25, 2007, AOCJ provided the PIC/PGO with a report entitled “Preliminary Suggestions for Physical Space Reallocation of Prosecution Offices at the High Court Building.” This report, sent upon the request of Mahmoud Youssef, provides simple recommendations regarding the re-location of office space in the High Court Building so that currently dispersed offices are reorganized to be located near one another. This would not only increase work efficiency, but would substantially decrease the cost of network cabling and wiring required to support the future IT solution at targeted offices.

Matrix of thin clients and personal computers completed and delivered to PIC. On March 4, 2007, AOCJ provided the PIC with a recommended mix of thin client machines and PCs for the intended for the Public Prosecution IT solution. “Thin clients” are end-user machines that connect to and communicate with the central servers but they do not have hard drives or memory. Using thin clients in the Public Prosecution IT solution will help prevent users from introducing potentially harmful programs and/or viruses into the IT system.

Research and pricing of video-conferencing equipment completed. Upon request from the PIC and approval from USAID, the AOCJ IT team carried out extensive research on video-conferencing equipment that might be appropriate for use at the PGO. Although this equipment is not deemed to be a part of the AOCJ IT solution, the size and type of the equipment sought by the PGO could impact the overall performance of the IT solution due to bandwidth requirements. AOCJ presented to the PIC three different video-conferencing equipment options with relevant price quotations.

B. Component 1 Achievements

- PIC hardware specifications prepared and delivered to PIC
- IT Technical Assessment Report completed and delivered to PGO/PIC
- IT equipment specifications completed for all 13 locations
- Draft system integrator RFP completed

C. Problems Encountered and Proposed Corrective Actions

AOCJ encountered relatively slow response time from our Component 1 counterpart regarding various project reports, including specifically the PIC Equipment List and the IT Technical Assessment Report. Feedback on these is vital for AOCJ to proceed forward with procurement activities in a timely manner.

AOCJ has responded by requesting feedback on a regular basis and emphasizing the link between counterpart feedback and the project’s ability to proceed with procurement activities. The counterpart now seems to understand this link and response time toward the end of the reporting period started to improve. AOCJ continues to request USAID’s ongoing contribution to improving the counterpart’s understanding of the importance of timely feedback.

D. Expected Activities and Results for Next Quarter

The focus of Component 1 activities in the next quarter will be on the following activities:

- Review IT solutions with the PIC/MSAD/PGO and agree on final solution
- Finalize HW and SW specifications and submit to IRM for approval
- Begin US-based procurement of HW and SW after receiving IRM approval
- Finalize system integrator RFP based on counterpart feedback and publish in Egypt
- Carry our PIC IT workshop

- Develop PIC mission statement and organization chart
- Continue to provide technical assistance for completion of PIC's site facilities

The expected results for the next reporting period include:

1. Phase I procurement started in the US
2. System integrator RFP published in Egypt
3. PIC IT workshop completed
4. PGO conference room refurbished

Component 2: Implementation of Public Defense System

Component Manager: To be determined

A. Summary of Activities

Introduction. Component 2 remains the project's most difficult and challenging area of work. Some progress in this component has been made but hurdles remain, as discussed below. The project expects to overcome these hurdles once a local legal advisor joins the project to assist with Component 2 activities.

During the reporting period, AOCJ began work with Egyptian bar associations. AOCJ staff met with both the Cairo Bar Association and the Alexandria Bar Association. The latter bar association agreed to collaborate with the project, especially on training of defense attorneys, and AOCJ proceeded to prepare for this work as summarized below. Unfortunately, the PGO subsequently clarified that it did not approve the project's independent work with the bar associations and would not approve training of defense attorneys until additional assessment work had been completed. AOCJ subsequently terminated activities with the bar associations. A realignment of Component 2 work and recruiting efforts are currently underway.

Public Defense Specialist James Hodes permanently left the project on March 26, 2007, just shy of his planned 12 month stay with the project. AOCJ continues its search for Component 2 legal personnel and has leads on several promising candidates.

Coordination meetings with PGO completed. AOCJ submitted our assessment of the public defense system to the PGO in December 27, 2006. Approximately two weeks later, on January 17, 2007, the project COP met with Counselor Adel Zayed who provided verbal feedback on the assessment report. Mr. Zayed noted that the PGO was generally unsatisfied with the legal content of the report and the recommendations contained therein. The PGO did appear to approve, however, project work with bar associations to help address some of the problems of the existing defense system. (This approval later proved to be mistaken.) The PGO also approved regional conferences for prosecutors on Law 145 of 2006.

Coordination meetings with Cairo Bar Association completed. Based upon USAID approval and perceived approval from the PGO to work with the bar associations directly, AOCJ organized a coordination meeting with the Cairo Bar Association President, Mr. Sameh Ashour, on February 8, 2007, to discuss possible collaboration with the project. Mr. Ashour politely declined collaboration with the project noting that it was too politically sensitive for the Cairo Bar to work directly with a US-backed project. He noted that he would work with the project if our support was "behind the scenes" and hidden from the both bar members and the public. AOCJ noted this would not be possible under AOCJ branding and marking regulations.

Agreement reached with the Alexandria Bar Association regarding collaboration with AOCJ and development of preliminary defense attorney training plan.. On February 13, 2007, AOCJ met with Mr. Moteleb, President of the Alexandria Bar Association. Mr. Moteleb agreed to work with the project on the training of defense attorneys. The purpose of the training, which would target several thousand members, was to improve the quality of defense services provided to indigent clients. In addition, the participating defense attorneys would agree to provide free court-appointed defense services and otherwise collaborate to improve the provision of defense services in the Alexandria area. In response to the enthusiasm of the Alexandria Bar, AOCJ proceeded to 1) prepare a preliminary training plan for defense attorneys, 2) draft a memorandum of understanding for the bar and the project, and 3) recruit capable trainers to carry out the defense

attorney training. Prior to execution of training, the PGO requested a halt to collaboration with the bar association pending realignment of Component 2 activities.

Public Prosecutor questionnaire prepared and ready for distribution to field prosecutors. After agreement from Counselor Adel Zayed to allow the project to collect information through a questionnaire, AOCJ prepared a one page public prosecutor questionnaire for distribution to front

- | |
|---|
| Examples of Inquiries in the Public Prosecutor Questionnaire |
| <ol style="list-style-type: none">1. Is this case a felony or misdemeanor punishable by mandatory prison time?2. Does the accused have private counsel?3. If accused does not have private counsel, was counsel appointed?4. If counsel was not appointed, specify the reason(s) why.5. Did appointed counsel request to review the police report?6. Were any witnesses questioned during the investigation with appointed counsel present?7. Did appointed counsel ask to submit rebuttals, requests, or observations in the investigation file? |

line prosecutors in designated locations. The questionnaire asks pointed and easily answerable questions designed to determine whether Law 145 of 2006 is being successfully implemented and to help determine the quality of defense attorney representation. This information is important for planning future improvements to the defense

system and to providing defense attorney training. During the reporting period the PGO requested that the project temporarily postpone distribution of the questionnaire to prosecutors pending an agreement on activities under Component 2.

Recruitment of Component 2 legal personnel. After losing two previous project legal advisors (Judge Hany Hanna and Amir Mikhail), AOCJ requested the nomination of new candidates from the PGO. No response was received from the PGO and AOCJ therefore proceeded with an open and competitive recruitment process that included a newspaper advertisement and an extensive interview process of potential candidates. Mr. Ahmed Zohny, Component 3 Legal Advisor, assisted with all candidate interviews. The three top candidates were all members of the judiciary and former prosecutors.

After receiving approval of the top candidate from USAID, AOCJ submitted his name to the PGO. The PGO rejected the first candidate as unsuitable for non-technical reasons. Two additional names of vetted candidates were informally presented to the PGO and also rejected.

The PGO subsequently nominated Prosecutor Mohamed Khalaf as a legal advisor candidate. AOCJ offered Mr. Khalaf a long term position but the offer was rejected. AOCJ subsequently offered Mr. Khalaf a short term fixed price subcontract agreement to perform legal services on a part-time basis. Mr. Khalaf expressed interest in this option and is expected to formally respond to this offer during the next reporting period.

The PGO also informally nominated Mr. Sherif Diasty as a long term legal advisor candidate. Mr. Diasty is a prosecutor currently seconded to work in Afghanistan but he will be returning to Egypt in the summer. AOCJ has reviewed Mr. Diasty's CV and made preliminary contact with him. Mr. Diasty is a strong candidate but is not available until July 2007. Despite the likely time lag before he could be hired, AOCJ has no further nominations from the PGO at this point. The project will therefore proceed with a personal interview of Mr. Diasty next quarter with the expectation of hiring Mr. Diasty in July 2007.

B. Component 2 Achievements

Substantial Component 2 achievements have been hampered by ongoing difficulties finding legal personnel acceptable to the counterpart and by misunderstandings regarding the priorities in

Component 2. Nevertheless, the project has laid the ground work for significant future achievements with the following successes.

- AOCJ completed a detailed Public Prosecutor questionnaire that will be used to collect information on the operation of the existing defense system and the new Law 145 of 2006.
- AOCJ secured agreement from the Alexandria Bar Association to conduct extensive training of young defense attorneys to improve the quality of defense practice. A preliminary training plan was developed and will be ready for deployment once the project receives approval from the PGO.

C. Problems Encountered and Proposed Corrective Actions

Finding suitable local legal advisors who are acceptable to the PGO continues to be the most significant hurdle in achieving Component 2 goals. Based on the project's recent experience in Component 3, AOCJ believes that hiring a local legal advisor who has the confidence of the PGO will greatly assist the project in making progress on Component 2 goals. AOCJ expects to hire one part-time candidate next quarter and one long term legal advisor in July 2007.

D. Expected Activities and Results for Next Quarter

The focus of Component 2 activities in the next quarter will be on the following activities:

- Recruiting local legal advisor(s)
- Developing an acceptable Component 2 plan in coordination with the PGO
- Designing Law 145 regional workshops for prosecutors

The expected results for next quarter for Component 2 include at least one legal advisor contracted and a Component 2 plan approved by the PGO.

Component 3: Development of Human Rights Curriculum

Component Manager: Ahmed Zohny, Legal Advisor

A. Summary of Activities

Introduction. The project hire a local legal advisor for Component 3 during the reporting period and has benefited greatly from the presence of a knowledgeable professional who has the confidence of the PGO. AOCJ expects progress in Component 3 to continue unhindered.

Recruitment of Component 3 Human Rights Legal Advisor completed. Mr. Ahmed Zohny joined the project in January 2007 and immediately began developing the required materials for the human rights curriculum. He has also simultaneously provided the project team with strategic advice regarding activities being conducted in Component 1.

Sample of Core Guidelines and Principles of the Component 3 Human Rights Curriculum

Part One: Introduction to International Human Rights

Law and General Rights

- ❖ Independence
- ❖ Impartiality
- ❖ Equality

Part Two: Pre-Trial Stage

- a) Search & Arrest
- b) Investigation
- c) Pre-Trial Detention

Part Three: Trial Stage

- ❖ The right to adequate time to prepare one's defense
- ❖ The right to be tried by a competent court
- ❖ The right to a public hearing
- ❖ The right to a fair hearing
- ❖ Freedom from Ex Post Facto laws
- ❖ The prohibition of double jeopardy
- ❖ The right to a public judgment
- ❖ The right of appeal

Part Four: Execution of Sentences & Detention Facilities

- ❖ Registration of detainees and prisoners
- ❖ Principles governing detention and imprisonment
- ❖ Inspection of detention & prison facilities
- ❖ Contact with the outside world: "visits and correspondence"
- ❖ Contact with lawyers: visits and correspondence
- ❖ The rights of the child and disciplinary measures
- ❖ Execution of capital punishment

Core principles and guidelines for human rights curriculum developed and submitted to PGO for approval. As a preliminary step in developing a curriculum that is suited specifically to the practical needs of prosecutors, AOCJ developed the core principles and guidelines of the curriculum for presentation to the PGO (see text box). These were submitted for approval on March 27, 2007. Positive feedback and approval is expected next quarter. The PGO's explicit approval of the basic outline of the curriculum is important because it will ensure there is no future opposition from the counterpart as the full curriculum develops pursuant to the agreed upon guidelines.

Materials developed for Introduction to International Human Rights course after coordination with the National Center for Judicial Studies (NCJS). On February 22, 2007, AOCJ held a meeting with the Director of the NCJS, Dr. Bassiouni, to discuss future testing of the

human rights curriculum at the NCJS. The NCJS agreed to future testing and also requested that AOCJ test the "Introduction to International Human Rights" course at the Entry Level Training Program for prosecutors that recently started at the NCJS. AOCJ is developing these course materials for testing at the NCJS during the next quarter. Final approval from the PGO to undertake this testing is expected in May 2007.

B. Component 3 Achievements

The achievements in Component 3 include the following:

- Core principles and guidelines for human rights curriculum developed and submitted to PGO for approval

- Introduction to International Human Rights course materials developed

C. Problems Encountered and Proposed Corrective Actions

No major problems were encountered during the reporting period.

D. Expected Activities and Results for Next Quarter

Expected activities in Component 3 include all of the following:

- Deliver Introduction to International Human Rights course at the NCJS
- Develop participatory teaching methodologies and incorporate into the human rights curriculum
- Secure PGO approval of the principles and the guidelines
- Continue with curriculum development

Expected results for next quarter include the following:

- PGO provides full approval of core principles and guidelines
- Introduction to International Human Rights course tested at NCJS with approximately 200 entry level prosecutors

III. UPDATE ON PROCUREMENT PLAN

Significant progress was made on the procurement plan during the reporting period as reflected in the table below.

Procurement Activity	Achievements and Status
1. System Integrator RFP	Draft prepared and awaiting joint review with counterpart; will be finalized and published in Egypt next quarter.
2. PIC Equipment List	Finalized and submitted to counterpart.
3. IT HW list for all 13 locations	Finalized and submitted to counterpart.
4. IRM request for entire IT solution	Draft prepared with assistance of Chemonics' IT Procurement Specialist Miles Sedgwick; final version will be submitted to USAID/Egypt and IRM next quarter. Publication in US for US-based procurement also expected next quarter.