

# **Final Draft**

## **The National Center for Judicial Studies**

### **Draft Implementation Plan**

**For the period**

**October 2005 until September 2006**

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**The First Strategic Objective: Update the NCJS WEB SITE**

Activities	October- December 05	January – March 06	April- June 06	July- September 06	Responsibility of
1. removing the server from the company to the MOJ (NCJS) and secure location		X			Raya Integrations , NCJS , AOJS II and JIC
2. Updating the General interface and the courses data		X			Raya Integrations , NCJS , AOJS II
3. Registration through the Web-Site for the optional training courses			X	X	Raya Integrations , NCJS , AOJS II
4. Activate the internal network at NCJS, create Email system for all departments and Staff.		X	X		Raya Integrations , NCJS , AOJS II
5. Registering the work procedures, registering the Web structure and the language used for programming.		X	X		Raya Integrations , NCJS , AOJS II
6. Publishing the court of cassation opinions on the Web Site.			X	X	NCJS , JIC

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
7. linking the site with other Sites belong to MOJ and linking the site with other Arabian and International similar Sites.				X	Ray Integrations, NCJS, AOJS II.
8. Connecting all departments to the Network, and connecting the Network to all the NCJS branches in the different Governorates through the JIC.		X	X	X	Raya integrations, NCJS and AOJS II.
9. Providing Electronic tools to store results and analyze the courses data.				X	Raya integrations and AOJS II
10. Providing Wireless LAN+ access points (10)			X	X	Raya integrations and AOJS II

**The Second Strategic Objective: Develop presenting the training services methods**

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
Design the trainees’ database and design a form for the Data collection.		X			Raya Integrations, AOJS II
2. Start designing the Multi Media Lab: <ul style="list-style-type: none"> <li>▪ Preparing a location at the NCJS for the Multi Media lab and the needed Equipment for the Lab to function.</li> <li>▪ Preparing a Location for the special presentations of the E-Learning programs.</li> <li>▪ Technical training for the Lab technicians and technical support for the Lab management.</li> </ul>	X	X	X	X	Raya Integrations, NCJS, AOJS II
3. registering the work procedures			X	X	
4. Initial trials for the E-Learning programs					
5. training Courses for the Judiciary for designing the E-learning programs					
				X	Raya Integrations,

Activities	October-December 05	January – March 06	April- June 06	July-September 06	Responsibility of
				X X	NCJS, AOJS II
6. starting the production of the E-learning programs, on CDs 7. publishing some of the E-learning on the Website 8. Using the Video Conference technology. 9. preparing a location for reviewing the E-learning programs 10. Indexed library for the scientific subjects on CDs 11. preparing a location for electronic printing. 12. supporting the NCJS training rooms and branches of the Modern technologies used for training.		X	X  X		Raya Integrations, NCJS, AOJS II
13. Updating and Automating the	X	X	X		

Activities	October-December 05	January – March 06	April- June 06	July-September 06	Responsibility of
Library and the Cases bank		X	X		Raya Integrations, NCJS, AOJS II
14. Specialized programs to organize and index libraries.		X	X		
15. List books, folders and developing databases.		X	X		
16. registering the work procedures			X		
17. Training courses in the fields of Archiving and Libraries.					
18. Develop and Automate the trainees affaires		X	X	X	Raya Integrations, NCJS, AOJS II
19. Creating data-bases for the trainees		X	X	X	
20. Coordination among the trainees affaires department, the training needs department, evaluation and cases bank.			X	X	
21. statistical data for each trainee		X	X		
22. Creating a mechanism for cooperation between the unit and the judicial inspection for evaluation of the trainers.			X		

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
23. Develop the training components for the courses provided by the center, review and amend the training component for each of the courses.		X	X		Raya Integrations, NCJS, AOJS II
		X	X		
			X		

**The Third Strategic Objective: Enhancing the technical qualifications for the NCJS staff either the technical staff, the Administrative staff, the Trainers and the NCJS beneficiaries.**

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
1. specialized courses in management	X	X	X	X	NCJS and AOJS II.
2. updating and automating the internal departments	X	X	X	X	
3. supporting the second line efforts in all departments	X	X	X	X	
4. Registering the internal procedures for the work follow of each department, printing out the internal procedures and distribute it as procedures work book.					

**The Fourth Strategic Objective: Creating centralized Databases for all the NCJS departments and Branches**

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
<ol style="list-style-type: none"> <li>1. Creating a mechanism for registering developments and updates, and creating detailed samples for data collection forms, together with setting dates for generating the reports.</li> <li>2. Connecting the databases and generating annual reports for the center’s activities.</li> <li>3. Develop a sample of an annual report that clarifies all the Center’s activities, which are completed.</li> </ol>		X	X  X	X	Raya Integrations, NCJS, AOJS II
<ol style="list-style-type: none"> <li>1. generating statistical reports for each completed course</li> <li>2. Generating statistical reports for the trainees and trainers.</li> <li>3. Generating statistical reports for the training needs for the coming year.</li> </ol>			X	X  X	NCJS

### The Fifth Strategic Objective: Improve the research capacity for the NCJS

Activities	October- December 05	January – March 06	April- June 06	July- September 06	Responsibility of
1. update the communication network and widen it's range in cooperation with NCJS, JIC and MOJ		X			Raya Integrations, NCJS, AOJS II and the JIC
2. Preparing coordination protocol among the Egyptian Universities, researches centers and the NCJS.			X		NCJS, AOJS II
3. Creating the infrastructure for NCJS to communicate with the Egyptian Universities, the Egyptian researches centers, the Arabian Judicial Centers, Libraries, Universities and Foreign Judicial Researches centers.			X		Raya Integrations, NCJS, AOJS II and the JIC
4. Automating the authorized training material by the committees working with the special training components.		X			Raya Integrations, NCJS, AOJS II and the JIC
5. developing encouraging policies for the trainees to encourage them to do researches and studying. ( researches competition in certain legal Subjects- annual				X	NCJS, AOJS II

<b>Activities</b>	<b>October- December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July- September 06</b>	<b>Responsibility of</b>
competitions with annual prizes in the recent legal subjects)					

**The Sixth Strategic Objective: Develop NCJS departments to become a General Academy Nationally, Regionally and Internationally.**

<b>Activities</b>	<b>October-December 05</b>	<b>January – March 06</b>	<b>April- June 06</b>	<b>July-September 06</b>	<b>Responsibility of</b>
1. Documenting all the internal work rules and regulations, and assuring it is matches the Law Project for the Judicial Studies Academy.			X		NCJS