Annual Workplan
Year 1

(October 1, 2004 – September 30, 2005)

ADMINISTRATION OF JUSTICE SUPPORT II PROJECT

(AOJS II)

USAID/Egypt Contract # 263-C-00-04-00028-00

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LIST OF ACRONYMS AND ABBREVIATIONS

AAW	Alliance for Arab Women
AMIDEAST	America-Mideast Educational and Training Service, Inc.
AOJS II	Administration of Justice Support II Project
AUC	American University in Cairo
CIRN	Case Initiation and Receipting Network
CJE	Continuing Judicial Education
CMA	Case Management Application
COA	Court Of Appeal
COC	Court Of Cassation
COFI	Court of First Instance
GOE	Government Of Egypt
ISC	Ismaelia Court of First Instance
JIC	Judicial Information Center
JERITT	Judicial Education Reference Information and Technical Transfer
LAN	Local Area Network
M&E	Monitoring and Evaluation
MOJ	Ministry Of Justice
NCC	North Cairo Court of First Instance
NCJS	National Center for Judicial Studies
NCSC	National Center for State Courts
OJT	On-the-Job Training
PCLL	Personal Computer Literacy Laboratory
PMBOK	Project Management Body Of Knowledge
PSC	Project Steering Committee
SO 21	Strategic Objective 21
SOP	Standard Operation Procedures
SOW	Scope Of Work
TOT	Training Of Trainers
USAID/E	United States Agency for International Development/Egypt
WAN	Wide Area Network
WG	Working Group

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EXECUTIVE SUMMARY

This document presents the Workplan for the first year of court reform and institutional capacity building activities for the Administration of Justice Support II Project, a five-year development assistance project that the United States Agency for International Development is funding in support of the strategic priorities of the Egyptian Ministry of Justice. The Workplan outlines the technical assistance, training, and procurement tasks and activities that are scheduled to take place from October 1, 2004 through September 30, 2005.

To develop this Workplan, the Project held a two-day retreat on October 4-5, 2004 at its office in Dokki, Cairo with officials from the National Center for Judicial Studies, the Judicial Information Center, and the United States Agency for International Development Mission in Egypt. The purpose of this retreat was to provide key stakeholders with the opportunity to review the main tasks and activities for this first year of the Project and to provide feedback about these tasks and activities during the work planning process.

The main objective of the Project's Year 1 activities is to build a broad constituency within the Ministry of Justice for continuing the civil/commercial court reform and judicial performance initiatives that were started under this Project's predecessor, the Administration of Justice Support Project. These initiatives promote an administration of justice system that is timely, transparent, and fair, and that contributes to reform efforts in Egypt.

To achieve this objective, AOJS II will work to fully engage direct stakeholders in the planning and implementation of all project activities. The Project will work directly with the Ministry of Justice to establish a Project Steering Committee that will focus on national policy and planning issues. The Committee will be responsible for developing a list of key policy issues, especially those linked to case delay reduction, that will be addressed during the life of the project; for facilitating coordination and linkages among various project entities, for ensuring required human and financial resources are in place to implement Project activities at the participating Ministry of Justice entities, and for monitoring and evaluating Project activities. This Committee, ideally, will become institutionalized at the Ministry of Justice to guide future judicial reform initiatives for the country.

The Project will also work to strengthen the management and technical capacity of the Judicial Information Center and the National Center for Judicial Studies. This will be accomplished by establishing a Working Group at each institution and by providing training on modern methods of public administration, project management, and the utilization of information management systems to manage internal projects and activities and outsourced contracts. Enhancing the institutional capacities of these Centers over the life of the project is essential to the sustainability of court reform, decision support, judicial education, and judicial performance initiatives.

In addition, the Project will initially replicate the AOJS I court reform activities in two more Courts of First Instance, identified as the Alexandria Court of First Instance and the Mansoura Court of First Instance. During the first quarter, the Project will work with the Ministry to make the final determination of these two Courts. On a parallel

track, the Project will work with the Judicial Information Center to plan and to conduct a nationwide assessment of the remaining 20 Courts of First Instance. This assessment will provide a framework for developing a plan for the nationwide replication of the court reform initiatives carried out in two pilot courts during the previous Project, and further enhancements developed under AOJS II.

Furthermore, the Project will assist in redefining the responsibilities and scope of the Judicial Information Center with the goal of strengthening the Center's role as an information and judicial decision support center for the Ministry of Justice. In addition, the Project will work with the Judicial Information Center on the development of an enhanced case management application that will integrate the case initiation, case management, and the typing pool processes into one application. This system will be rolled out in the two new Courts starting in Year 2, and in other Courts of First Instance, depending on the Ministry's decision about national replication of court reform activities.

The Project will also initiate activities that are designed around two cross-cutting policy themes: gender integration and Monitoring & Evaluation. Gender integration activities will be designed to promote the involvement of women in all aspects of the administration of justice system. Monitoring & Evaluation activities will be designed to guide the implementation of the Project and to enhance the capacity of the Ministry of Justice and its key work units to plan activities, monitor performance, and evaluate results.

The Workplan contains a background summary of the Project, an overview of the six main tasks and two cross-cutting policy themes, information about the AOJS II Project implementing and technical partners, a detailed timeline for the tasks and activities, a detailed timeline and summary table for the main training programs and courses, a life-of-project procurement plan for equipment and services, and a pipeline analysis of the summary project budget.

AOJS II PROJECT BACKGROUND

Introduction

The Administration of Justice Support II (AOJS II) Project is a joint enterprise between USAID/Egypt and the Ministry of Justice (MOJ). The Project is a continuation and expansion of the court reform efforts undertaken under AOJS I, with a focus on enhancing the capacity of the MOJ and its key institutions to sustain and undertake future court reform, modernization and replication activities on a nationwide basis. As a result of AOJS I Project interventions, major improvements were realized in the Egyptian court system, including improved transparency of court processes and lawyers' perception of, and confidence in, the Pilot Courts; significant impact on case management practices; enhanced judicial decision-making; and marked impact on human resource development in the Courts. AOJS II builds on the success of AOJS I.

Background

Representing the first project of its kind in Egypt, AOJS I provided an opportunity to bring judicial reform, both procedural and substantive, to the civil/commercial court system in Egypt and to substantially upgrade the capacity of the system to deal efficiently and effectively with legal disputes. The Project, implemented from September 1996 through June 2004, was designed to advocate positive change from within the judicial system and the surrounding legal and judicial environment. AOJS I was directly linked to USAID's Strategic Framework and was designed to specifically address two main areas of court reform: 1) improved efficiency in two pilot courts; and 2) improved judge’s knowledge and application of Egyptian civil law.

Case Management

Working closely with its partner institutions -- the North Cairo and Ismailia Courts of First Instance, the Judicial Information Center (JIC), and the National Center for Judicial Studies (NCJS), AOJS I efforts significantly impacted case management practices in the Pilot Courts. AOJS I was instrumental in reengineering and simplifying court procedures by: 1) introducing 2 shifts for case hearings in the North Cairo Court; 2) reducing the number of administrative procedures carried out by the judges in both Courts; and 3) reengineering the front counters and archiving systems at the two Courts. Furthermore, by installing a tailored automated Case Management Application (CMA) capable of tracking case events in the Pilot Courts, and providing wide access to case information on the CMA at information desks, AOJS I was able to significantly minimize control exercised by court clerks over case information, thereby eliminating "rent-seeking" opportunities with litigants. In addition, the CMA featured an electronic archiving function through which all critical case documents can be stored, including final judgments.

Another milestone for AOJS I was the development and adoption of the first National Case Delay Reduction Plan, which provided an operational framework for Egyptian Courts of First Instance to address case delay reduction in a structured and systematic

manner. The Plan provided the required framework for expanding the results achieved by the Project with regard to case delay reduction beyond the two Pilot Courts.

Transparency

AOJS I identified problems within the court system and targeted a specific solution, namely the Case Initiation and Receipting Network (CIRN), that replaced a cumbersome manual process for filing cases. This tailored computer application assigns cases to judicial panels on a random basis, selects the first possible hearing date, automatically calculates the case filing fees, and prints out a receipt with this information along with the litigants' names and the case number. To further facilitate the management and transparency of case initiation, the CIRN generates reports on daily financial and cash receipt transactions, caseload distribution, and judicial panel assignments.

Judicial Decision-Making

AOJS I worked closely with the National Center for Judicial Studies (NCJS) to enhance its organizational, management and administrative capacities. By the conclusion of the Project, an integrated organizational structure for NCJS was developed, a Personal Computer Literacy Laboratory (PCLL) for judges and MOJ staff was established as a new unit within the Center, and a first-generation website (www.ncjs.gov.eg) was designed and launched. Through AOJS I interventions, NCJS completely revised its training program for new judges, established a training program for new chief judges, and established in-house Training of Trainers (TOT) capacity for judicial educators. In addition, AOJS I automated the Center's office procedures and case bank.

Human Resource Development

AOJS I initiatives had a marked impact on human resource development in the Courts. Based on detailed training needs assessments, the Project devised and implemented result-oriented training to MOJ officials and to judges and administrative staff in the Pilot Courts. Training solutions focused on generic computer skills; tailored, systems-specific technical training; management training; judicial training for new and sitting judges; and training of judicial educators and course facilitators. This training contributed to the development of qualified judges and administrative and technical support staff with the necessary knowledge, skills, and abilities to implement and to sustain the Project's initiatives in court reengineering, case management, and court automation.

AOJS II Description and Design

The AOJS II Project started on August 16, 2004, and will be implemented over a five-year period. Having fostered trust and established solid relationships with the MOJ and its key institutions over the past eight years, the AOJS II team will continue to work to strengthen the strategic leadership of court reform efforts and judicial performance issues. The Project initiatives will continue to support USAID/Egypt's

Results Framework, specifically Strategic Objective 21: Initiatives in Governance and Participation Strengthened, and will address the following Intermediate and Sub-Intermediate Results:

- Increased availability of effective legal services;
- Improvements in selected areas of administration of justice; and
- Improved MOJ capacity for Civil/Commercial Courts modernization.

To support a responsive, fair and apolitical judicial system, AOJS II will expand and capitalize on the gains realized during AOJS I, both substantively and geographically, in order to help make the administration of justice more responsive to individual citizens and the commercial sector, and to strengthen the MOJ capacity to modernize courts and to administer justice.

The Project's vision is to have a broad constituency within the MOJ for continued judicial reform, and a systematic, accountable, fair and transparent judiciary. Greater confidence in the courts by individual citizens and the national and international commercial sector, a structured and mandatory continuing judicial education system, enhanced research and decision-making throughout the MOJ, and enhanced awareness and integration of women at all levels of the system are also a part of the Project's vision. This vision will guide the AOJS II strategy and implementation approach. The Project team will leverage the strengths of our partners to facilitate and guide strategic planning, policy-setting, and implementing activities with the MOJ, NCJS and JIC; will upgrade, enhance and extend improved workflow processes in selected new Courts of First Instance and court automation systems and; will broaden and deepen training and continuing judicial education; and will enhance opportunities for women in the judiciary.

Furthermore, AOJS II will promote direct participation by establishing a structure for fully engaging direct stakeholders and champions for change within the system in the strategic planning and implementation of all tasks. This structure will include a Project Steering Committee (PSC) that will serve as an inter-agency coordinating body responsible for policy setting and strategic planning. At the institutional level, Working Groups will be established at NCJS, JIC, and the new Courts to oversee the implementation of activities. Although these Working Groups are tasked with policy and strategic and action planning, they will be subordinate to the PSC. A Working Group for gender issues will also be established. Through these collaborative efforts, AOJS II will undertake its Project tasks.

Project Tasks

In order to advance the Project goals and achieve its objectives, the AOJS II is designed around the following six tasks:

1. Replication of AOJS I Court Reforms in Alexandria and Mansoura Courts of First Instance This task focuses on the replication of court reform efforts carried out under AOJS I into the two selected Courts.

2. Develop a Plan for Nationwide Replication The task primarily focuses on developing a nationwide replication plan for modernizing the remaining 20

Courts of First Instance. Based on a comprehensive assessment of all 20 Courts, the Project will assist the MOJ in developing the plan and in rolling out court reform activities at other Courts of First Instance based on the plan.

3. Strengthen the Administrative and Technical Capacity of NCJS The key purpose of this task is to strengthen the management and technical capacity of NCJS to provide training, to plan strategically, and to effectively use and share information. In addition, the task is designed to provide quality training that will improve judicial decision making; enhance the effectiveness and efficiency of court systems; and strengthen research, education, and training support services. The Project will work closely with NCJS to enhance its institutional capacity in three areas: 1) the use of technology in the delivery of judicial training; 2) curriculum development and training delivery for judges and selected court staff; and 3) management and professional development of NCJS administrative and technical staff.

4. Strengthen the JIC to Operate an Automated Information Communications Network Within Each Selected Court to be Modernized Among and Within the MOJ This task seeks to assist JIC to develop the necessary departmental structure and skills to build the IT support initiatives in the new operating environment utilizing new hardware and software. The Project will provide assistance and formal training to JIC that will transform the institution into a delivery and technology organization capable of maintaining new court automation systems and providing support decision services to the MOJ.

5. Strengthen the Capacity of MOJ to Coordinate Activities of All Partners Necessary to Successfully Replicate Reforms Implemented Under AOJS I Throughout Egypt This task focuses on strengthening MOJ strategic leadership and coordination in developing and implementing policy decisions. The task will concentrate on building sustainable structures and necessary mechanisms for future modernization and reform efforts. The project will provide assistance and training in public administration, strategic planning, and the use of information for policy and decision-makers.

6. Conduct Participant Training This task outlines training programs provided throughout the life cycle of the Project, which include professional skills training, technology training, public administration training, and short-term overseas training. Additional specially tailored training is also provided to support each Project task.

In addition to these tasks, AOJS II has two cross-cutting policy themes:

1. Gender Integration This task addresses gender integration within the judiciary. The Project will help establish a Working Group that will focus on increasing the role of women throughout the judiciary.
2. Performance Monitoring and Evaluation (M&E) M&E activities will be designed to guide the implementation of the Project and to enhance the capacity of the MOJ and its key work units to plan activities, to monitor performance, and to evaluate results.

The six tasks and the two cross-cutting policy themes are coordinated into the overall project design that is broken down into a yearly workplan, the first of which begins on October 1, 2004 and continues through September 30, 2005. This workplan cycle follows the U.S. Government fiscal year. The second workplan will extend from October 1, 2005 through September 30, 2006. The third workplan will run from October 1, 2006 through September 30, 2007. The fourth workplan will run from October 1, 2007 through September 30, 2008. And the fifth workplan will run from October 1, 2008 through August 15, 2009.

Project Organization

The AOJS II Project team includes three implementing partners and six technical partners. Implementing partners are defined as the organizations that provide full-time staff and institutional resources to AOJS II Project. As the prime contractor and two main sub-contractors, these organizations represent the core project team that is responsible for implementing project activities. The implementing partners are:

- America-Mideast Educational and Training Services, Inc. (AMIDEAST);
- National Center for State Courts (NCSC); and
- Intercom Enterprises.

Technical partners are defined as technical consultants that the Project may access when specific technical expertise is required for defined tasks and activities. The six technical partners are:

- Michigan State University's Judicial, Education, Reference, Information and Technical Transfer (JERITT);
- The U.S. Judicial Conference's Committee on International Judicial Relations;
- The American Manufacturers Export Group;
- The American University in Cairo;
- Helmy, Hamza & Partners/Baker& McKenzie; and
- The Alliance For Arab Women (AAW).

To implement AOJS II tasks, AMIDEAST selected a team-based approach that relies on collaborative work models and employs cross-cultural experiences and knowledge to reach the targets and tasks. Each project team is organized around the core concepts of open communication among team members and consists of both American expatriates and Egyptian experts. The four Project teams are structured as follows*:*

The Court Administration/Systems Team, which is comprised of qualified American expatriates with broad experience in court management, litigation, and mediation, coupled with an Egyptian attorney with extensive experience in the Egyptian court system.

The Judicial Education Team, which is comprised of experienced American expatriates with extensive experience in judicial education and judicial events

coordination, and an Egyptian judicial education coordinator with experience in USAID projects.

The Judicial Information Systems Team, which is comprised of a seasoned American expatriate with extensive experience in case management technology, and two full-time IT experts from the Project's IT implementing partner.

The Policy and Planning Team, which is comprised of an Egyptian policy expert with experience in USAID projects, a highly qualified Egyptian monitoring and evaluation specialist, and an American monitoring and evaluation consultant with extensive experience in U.S. Government funded development projects.

The teams will be under the overall direction of the Chief of Party, who has extensive experience in US Government funded development assistance projects in the Middle East, project management, and judicial education. The Chief of Party will be assisted by a Deputy Chief of Party also experienced in court management and similar development projects. AMIDEAST believes that the combination of highly-qualified expatriates and Egyptian experts, along with the expertise of its implementing and technical partners, provides the Project with the many skills required for the implementation of its tasks.

Task #1: The Replication of AOJS I Court Reforms in Alexandria and Mansoura Courts

A) Primary Responsible Team:

Court Administration Team

B) Description of Task and Main Activities:

This task focuses on the replication of court reform efforts carried out in AOJS I Pilot Courts into the Alexandria and Mansoura Courts of First Instance. The order in which replication initiatives is undertaken will be determined by the MOJ sometime during the Project's early stages. In executing this task, the Project will draw on the experiences gained in the Pilot Courts to enhance and expand on the systems developed under AOJS I. Solicited feedback from end users at the Pilot Courts will be a valuable resource for the Project team when developing and implementing this Task's activities. The feedback received from the Pilot Courts' Chief Justices, judges, and court clerks regarding court reengineering, redesigning the workflow processes, and the CIRN, CMA, and typing pool will be considered in defining the refinements required to implement the replication initiatives in Alexandria and Mansoura Courts. In the spirit of establishing and fostering cooperation between the Pilot Courts and Task 1 Courts, the team will arrange for the Alexandria court staff to meet with the North Cairo court staff, and for the Mansoura court staff to meet with the Ismailia court staff. These visits will provide the opportunity to witness first-hand the effects and benefits of court reengineering. The team will further promote establishing mentoring relationships between Task 1 and Pilot Courts judges.

During the initial phases of the Project, the team will facilitate a participatory planning process through establishing a Working Group at the Alexandria and Mansoura courts that will meet at least quarterly throughout the life cycle of the project in order to coordinate, oversee and ensure implementation of activities. These Working Groups will include the Chief Justices, senior managers, and a representative each from JIC and NCJS among other parties. Participation by these representatives will ensure that JIC and NCJS understand the Courts' needs, and pave the way for their support of the eventual nation-wide replication.

To expedite the replication efforts, the Project will begin the ground work for the IT solutions and future telecommunications capabilities for the Courts and the JIC. During the 1st Quarter, the team will begin developing the DB2 relational database which will integrate the CMA, CIRN, and typing pool into one application; order the hardware and software for JIC and the Courts; study communication options for integrating JIC with the Courts; and develop best telecommunications solutions to facilitate electronic communication between JIC and the

Courts. The team, with assistance from the Working Group, will begin assessing both Courts during the 1st and 2nd Quarters, respectively. The result of each assessment will be compiled in a report submitted to each Court's Working Group and the JIC. These reports will ultimately assist the MOJ in its rehabilitation efforts, and assist the Project and Working Groups in developing their Action Plan. Prior to developing the Action Plan, the Project will conduct strategic planning workshops with the Working Group at each Court. Based on the workshops' recommendations and the assessment reports, the Working Groups will develop an Action Plan outlining all replication steps to be carried out in each Court. To ensure buy-in by the MOJ and all involved parties, the Project will facilitate the establishment of a Memorandum of Understanding (MOU) between the PSC and the Working Groups, based on the Action Plans.

By the beginning of the 3rd Quarter, the reengineering of the workflow processes and the typing pool will begin in the Alexandria Court. Training activities for both courts will also be conducted. By the conclusion of Year 1, the communication infrastructure between JIC and the Courts will be set up, the hardware and software at JIC will be installed, and the IT physical infrastructure and cabling at Alexandria will also be in place.

Throughout the Year 1, the MOJ will also play an active part by rehabilitating both Courts. This rehabilitation will improve the physical environment of court facilities.

The following is an overview of Year 1 activities:

- During the 1st and 2nd Quarter, Working Groups will be established at Alexandria and Mansoura, respectively, and will meet on a quarterly basis throughout the life of the Project. In addition, the Project will begin meeting with the judicial panels at each Court on a quarterly basis in order to monitor Project progress and address any emerging issues.

- Throughout the first two quarters of Year 1, the Alexandria and Mansoura Courts will be comprehensively assessed. The facilities, physical and technological infrastructure, operational procedures (including case backlog), and the human resource capabilities and workload will be assessed. The findings of the assessments will be reported to the Working Group at each Court to assist them in drafting their Action Plans.

- With regard to the technical component of Task 1, during the first two quarters, all hardware and software for the two Courts and JIC will be ordered, telecommunications options for integrating JIC with the Courts will be studied, and telecommunications equipment for connecting JIC with the two Courts will be ordered. By the conclusion of Year 1, the hardware and software for JIC and

Alexandria Court will be installed, and the communication infrastructure between JIC and the two Courts will be set up. Concurrently with these activities, the Court Management team will assist with developing the DB2 relational database platform designed to integrate the CMA, CIRN and the typing pool into one application. The platform and enhancements will be completed by the end of Year 1.

- During the 2nd Quarter, the Working Group in Alexandria will develop an Action Plan for replication efforts based on the assessment report and the strategic workshop recommendations. Based on this Plan, the team will facilitate the establishment of an MOU between the Working Group and the PSC that will set forth the essential activities of the replication and the responsibilities of all parties. The MOU will also serve as the basis for the implementation process, guided by the policies and parameters of the PSC, with technical assistance from the Project team. A similar Action Plan and MOU will be developed in the 3rd Quarter for the Mansoura Court.

- During the 2nd and 4th Quarters, training in case management will be conducted for judges and staff of both Courts. Subjects presented will include strategies to address case load backlogs, case delay, streamlining case processing procedures throughout the duration of the action, time standards, referrals, and the active role of the judicial officer. Change management training will take place in both Courts during the same quarters. Basic computer skills training for judges and selected court staff will take place in Alexandria and Mansoura during the 3rd and 4th Quarters, respectively.

- Beginning in the 2nd Quarter, the MOJ will begin rehabilitating both Alexandria Court. The rehabilitation of Mansoura will begin at the end of the 2nd Quarter. This process should be completed by the conclusion of the Year 1.

- By the 3rd Quarter, the Project will begin reengineering the workflow processes and the typing pool at the Alexandria Court.

- During the 4th Quarter, the Project team, with input from NCJS, the Alliance For Arab Women (AAW), and the Project Gender Integration team, will develop a plan to introduce and implement a legal researcher program. This plan will be presented to the PSC at the conclusion of the 4th Quarter.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1 Establish Working Group in Alexandria Court with Chief Justice, judges, senior managers and a representative from JIC and NCJS
- Conduct first meeting

1.2 Develop assessment forms to utilize in the Alexandria and Mansoura
- Conduct comprehensive assessment of Alexandria Court with assistance from Working Group
- Assess telecommunication infrastructure capabilities

1.3 Plan for strategic planning workshop with Alexandria Working Group
- Review recommendations in the National Case Reduction Plan
- Develop training requirements
- Develop framework for project interventions and make recommendations for incorporation into the Action Plan
- Assist Working Group to develop and draft manual documenting standards and methods for accountability

1.4 Begin developing DB2 platform for upgrading applications and integrating the CIRN, CMA and typing pool

1.5 Finalize total solution vision and define solution components and specifications

1.6 Begin ordering hardware and software for Alexandria, Mansoura, and JIC

1.7 Study communications options for integration of JIC with Courts and develop best telecommunications solution

1.8 Procure telecommunications solution for Courts connectivity

1.9 Begin ordering telecommunications equipment for connecting the Courts with JIC

2. Quarter 2: January 1, 2005 - March 31, 2005

2.1. Conduct strategic planning workshop with Alexandria Working Group

2.2. Hold Working Group meeting in Alexandria
- Report Alexandria Court assessment findings to Working Group and JIC

2.3. Hold meetings with judicial panels in Alexandria

2.4. Consult with AOJS I Pilot Courts
- Project team and JIC Working Group meet with Chief Justices, judges, and court clerks in Alexandria
- Alexandria court staff meet with North Cairo court staff

2.5. Develop Action Plan for Alexandria Project intervention
- Review assessment finding
- Assist Working Group to draft Action Plan based on assessment

2.6. Facilitate development of an MOU between the PSC and Alexandria Working Group
- Review Action Plan and strategic workshop recommendations
- Establish MOU outlining replications tasks to be carried out throughout the life of the project

2.7. Conduct training at Alexandria
- Change management training for judges and court staff
- Case management training for judges and key court staff

2.8. MOJ begins rehabilitation of Alexandria and Mansoura Courts as per Project recommendations.

2.9. Establish Working Group at Mansoura Court with Chief Justice, judges, senior managers and a representative from JIC and NCJS
- Conduct first meeting

2.10. Hold meeting with Judicial Panels in Mansoura

2.11. Conduct comprehensive assessment of Mansoura Court with assistance from Working Group

2.12. Conduct strategic planning workshop with Working Group in Mansoura
- Review recommendations in the National Case Reduction Plan
- Develop training requirements
- Develop framework for project intervention and make recommendations for the action plan

- Assist Working Group to develop and draft manual documenting standards and methods for accountability

2.13. Conduct training at Mansoura
- Change management training for judges and court staff
- Case management training for judges and key court staff

2.14. Continue developing DB2 platform for integrating the CIRN, CMA and typing pool

2.15. Complete ordering hardware and software for both Courts and JIC

2.16. Begin setting up hardware and software at JIC

2.17. Begin setting up IT physical infrastructure and cabling in Alexandria

2.18. Begin setting up communication infrastructure between JIC and the two Courts

3. Quarter 3: April 1, 2005 - June 30, 2005

3.1. Hold Working Group meeting in Alexandria

3.2. Hold meeting with judicial panels in Alexandria

3.3. Begin reengineering workflow processes and typing pool at Alexandria

3.4. Conduct training at Alexandria
- Basic computer skills training for judges and selected court staff

3.5. Hold Working Group meeting in Mansoura
- Report Mansoura Court assessment findings

3.6. Hold meeting with judicial panels in Mansoura

3.7. Consult with AOJS I Pilot Courts
- Project team and JIC Working Group meet with Chief Justices, judges, and court clerk in Mansoura
- Mansoura court staff meet with Ismailia court staff

3.8. Develop Action Plan for Project intervention in Mansoura
- Review assessment finding
- Assist Working Group to draft Action Plan based on assessment

3.9. Facilitate establishment of an MOU between PSC and Working Group in Mansoura

3.10. MOJ continues rehabilitation of Alexandria and Mansoura

3.11. Continue developing DB2 platform for integrating the CIRN, CMA and typing pool

3.12. Begin setting up of IT physical infrastructure and cabling in Mansoura

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1 Hold Working Group meeting in Alexandria

4.2 Hold meeting with judicial panels in Alexandria

4.3 Conduct training at Alexandria
- Change management training for judges and court staff
- Case management training for judges and key court staff

4.4 Hold meeting with judicial panels in Mansoura

4.5 Hold meeting with judicial panels in Mansoura

4.6 Conduct training at Mansoura
- Basic computer skills training for judges and selected court staff
- Change management training for judges and court staff
- Case management training for judges and key court staff

4.7 MOJ completes rehabilitation of Alexandria and Mansoura

4.8 Develop, draft and submit to PSC a plan for a legal researcher program

4.9 Complete developing DB2 platform

4.10 Complete communication infrastructure between JIC and the two Courts

4.11 Begin setting up hardware and software in Alexandria

D) Anticipated Results

- Working Groups at both Courts established
- Assessment of Alexandria and Mansoura Courts completed and findings and recommendations presented to Working Group
- Action Plan and MOU at both Courts developed
- Legal researcher program developed and presented to PSC
- Reengineering of workflow process and typing pool in Alexandria Court completed
- Development of DB2 platform completed
- IT solutions finalized and telecommunication solutions for connecting both Courts with JIC ordered
- Hardware and software for both Courts and JIC ordered, and set up at JIC
- IT physical infrastructure and cabling set up in Alexandria Court

E) Deliverables:

- Assessment Report for Alexandria Court of First Instance
- Assessment Report for Mansoura Court of First Instance
- Legal Researcher Plan

Task #2: Develop a Plan for Nationwide Replication

A) Primary Responsible Team:

Court Administration Team

B) Description of Task and Main Activities:

This task addresses all aspects involved in the replication process of the remaining 20 Courts of First Instance. To embark on replicating reform initiatives carried out in the two pilot courts on a nationwide basis, the task's activities will focus on providing the JIC and the MOJ with data necessary and required to develop a sound nationwide replication plan. During the initial stages of the Project, the AOJS II team will work closely with JIC to establish a Working Group responsible for coordinating and overseeing the execution of activities under this task, as well as Task 4. Throughout the first two years of the Project, the AOJS II team will assist the JIC and the Working Group with activities and provide JIC staff with formal and on-the-job training.

At the start of the Project, model court assessment instruments will be developed, and during the second quarter of Year 1, a local firm will be hired to conduct a detailed assessment of the remaining 20 Courts of First Instance. This assessment will examine all aspects of the Courts, and obtain critical information regarding network and telecommunications readiness, physical human resource capabilities and needs of each Court of First Instance and any resources readily available. Based on the information obtained from the assessment, JIC, with assistance from the Project team, will then draft a report outlining baseline data for all Civil/Commercial Courts of First Instance; cost-benefit analysis; analysis of the technical, financial and physical requirements related to horizontal versus vertical replication options; and strategic options and recommendations. Once finalized, members of the PSC and JIC will present the report to MOJ in the 1st quarter of Year 2. The PSC will further play an integral role in this task and will work with the relevant authorities at the MOJ to identify needs and sources of funding for rehabilitation, construction, and equipment.

Based on the assessment report and the PSC's reaction, a replication plan will be developed during the early stages of Year 2.

The following are the anticipated activities for Year 1:

- During the 2nd quarter, the team will provide a court assessment expert to work with JIC in developing model assessment instruments. A Plan will be developed for the assessment process that will follow.

- As the model assessment instrument is being developed, the Project Team will concurrently initiate a competitive procurement process to hire a local management firm responsible for conducting the assessment of the remaining 20 Courts of First Instance. The Working Group and the Project will review the bids and work together to select the appropriate firm.

- Once selected, the firm will begin the assessment process in order to provide all necessary detailed cost estimates and baseline data for all Civil/Commercial Courts of First Instance in Egypt. Specifically, and for each Court of First Instance, the assessment will examine demographic data, number and type of cases filed per month (excluding signature cases); number of judicial panels; number of judges; number and type of court personnel; court management awareness or the level of interest, if any, of judges in taking part in modernization and reform efforts and case management innovations; basic skill level of judges and court staff; and physical facilities conditions, including network and telecommunications readiness. This activity will be concluded by the end of the 3rd Quarter.

- Throughout the 4th Quarter, the Project team will work closely with JIC to draft the assessment report. This reports will specify resources readily available and those that must be obtained; outline strategic options, recommendations and cost-benefit analyses; and articulate an analysis of technical, financial and physical requirements related to horizontal versus vertical replication options. The information is specifically intended to assist the MOJ in making financial and policy decisions, including whether replication should be horizontal, vertical, or a hybrid of the two.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1. Establish Working Group at JIC for both Tasks 2 and 4
- Provide a court assessment expert to work with JIC on developing model assessment instruments
- Make plan for assessment process

1.2. Conduct procurement process of local management consulting firm to carry out assessment

2. Quarter 2: January 1, 2005 - March 31, 2004

2.1. Complete procurement process
- Review bids
- Work closely with JIC Working Group to make final selection of local firm

2.2. Conduct assessment of remaining 20 Courts of First Instance

3. Quarter 3: April 1, 2005 - June 30, 2005

3.1. Complete assessment

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. Analyze technical, financial, physical requirements related to the horizontal vs. vertical options along with associated costs and recommendations

4.2. Assist JIC in drafting assessment report

D) Anticipated Results

- JIC Working Group established
- Court assessment expert provided to JIC and model assessment instruments developed
- Bidding process completed and local management consulting firm hired to conduct assessment of remaining 20 Courts of First Instance
- Assessment of remaining 20 Courts of First Instance completed and final report drafted

E) Deliverables

- Assessment report of remaining 20 Courts of First Instance

Task #3: Strengthen the Administrative and Technical Capacities of NCJS

A) Primary Responsible Team:

Judicial Education Team

B) Description of Task and Main Activities:

NCJS's vision is to continually upgrade the skills of Egypt's judiciary, enabling it to respond effectively to changing judicial needs. To achieve this, NCJS needs to enhance its capacity to provide quality training, to plan strategically, and to use and to share information (internally and with its clients) effectively. It also needs to expand its reach beyond Cairo, making all of its resources accessible to judges nationwide. The effect of this effort will ultimately result in improved quality of judicial decision making, more effective and efficient court administration, and enhanced delivery of research, educational, and training support services.

The AOJS II overall approach to this task is to use a combination of technical assistance and training activities and to work closely with NCJS personnel on all elements of the task. In the 1st Quarter of Year 1, the Project and NCJS will identify a Working Group at NCJS to drive the capacity-building efforts there throughout the life of the project. This Working Group will draft a strategic plan for strengthening NCJS's capacity through a three-day Strategic Planning Workshop scheduled for the beginning of the 2nd Quarter. This workshop will also address expanding NCJS activities to Alexandria.

Over the life of the project, NCJS capacity-building will be concentrated in the following three main areas:

1. **Use of Technology in the Delivery of Judicial Training** which will maximize the effectiveness, practicality, timeliness, and geographic reach of NCJS training activities. In the first year, the project will begin work on three technological tools for NCJS:
   - There will be major updates and enhancements made to the already-existing NCJS website.
   - With the support of the Judicial Education Reference, Information and Technical Transfer (JERITT) Project based at Michigan State University**,** AOJS and NCJS will design a similar resource to assist Egyptian judges with making efficient, high-quality decisions.
   - In order to track the judicial training offered to judges over their careers, the project and NCJS will create and install a judicial career tracking database.

2. **Curriculum Development and Training Delivery**, improving on existing courses and developing new ones, particularly to enhance the existing Continuing Judicial Education (CJE) system for new

and sitting judges. In the first year, several activities will be initiated in this area:

- The Project and NCJS will start by thorough assessments of existing NCJS courses, and the Project, in collaboration with NCJS, will develop or enhance three pilot courses for the Continuing Judicial Education series.
- Concurrently, a study will be conducted of the current judicial selection and training process, with recommendations made to the NCJS Working Group for new or modified policies and procedures.
- The Project will also assist NCJS to enhance its judicial training of trainers course and hold at least one iteration in the first year.
- The Project will arrange for a consultant or sub-contractor to assess the training needs of court clerks and develop a specialized training program for them.
- The Project will start assisting NCJS in developing a "bench book" tool for sitting judge panels.

3. **Administratively Manage and Train NCJS Administrative and Technical Staff** in order to maximize NCJS's effectiveness at meeting the new and existing training needs of its clients. In the first year of the project, the following activities will be undertaken in support of this goal:
   - Working with the Working Group, the Project will assess NCJS' human resources structure and assist NCJS in developing policies and procedures for human resource management, as well as offer HR training as needed to NCJS technical and administrative staff.
   - Towards the end of the first year, the Project will assess current NCJS utilization of its electronic resources and offer training to staff to enhance their uses of the available tools based on this assessment.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 – December 31, 2004

1.1. Initiate and Complete: Establish Working Group at NCJS with senior management and staff
   - Identify Working Group participants with center director
   - Recruit/invite and define scope of responsibilities
   - Circulate background material
   - Hold initial meeting
   - Circulate results

2. Quarter 2: January 1, 2005 – March 31, 2005

2.1. Initiate: Enhance NCJS website
- Assess website with input from JIC, NCJS
- Identify points for change and expansion
- Discuss with JIC regarding connecting MOJ website to Intranet
- Effect change (in consultation with Judicial Information team)

2.2. Initiate and Complete: Conduct strategic planning workshop with Working Group to provide framework for project interventions
- Recruit facilitator
- With facilitator and working group, define goals and Scope of Work
- Conduct workshop
- Circulate/publish/translate resultant Strategic Plan

2.3. Initiate: Develop electronic judicial/legal information clearinghouse, training resource database with on-line access that will include directories of courses, trainees, course materials, publications and distance learning products
- JERITT present demonstration of its information clearinghouse
- NCJS Working Group, in consultation with JIC, decide on local needs

2.4. Initiate: Review and evaluate existing NCJS courses for judges
- Gather course descriptions, training schedules, summaries
- Define SOW for consultant
- Consultant review materials
- Consultant meet with NCJS Working Group and Curriculum Development Committee

2.5. Initiate: Develop and implement three standard core continuing judicial education courses
- NCJS interfaces with consultant reviewing NCJS course materials
- Participate in process of evaluation of existing courses

2.6. Initiate: Strengthen NCJS human resource management system (policies and procedures)
- Conduct internal assessment
- Conduct external assessment by Judicial Education Expert
- Develop list of recommended policies and procedures

3. Quarter 3: April 1, 2005 – June 30, 2005

3.1. Continue and Complete: Enhance NCJS website
- Continue implementation
- Provide on-the-job training for technical staff to maintain website
- Set policies and procedures for website updating and maintenance

3.2. Continue: Develop electronic judicial/legal information clearinghouse, training resource database with on-line access
- Continue implementation

3.3. Initiate: Create, install and maintain participant/judicial career tracking database
- System analysis
- Define parameters of system with NCJS

3.4. Continue: Review and evaluate existing NCJS courses for judges
- Report and recommendations from consultant, including recommended mandatory minimum continuing education requirements

3.5. Continue: Develop and implement three standard core continuing judicial education courses
- NCJS reviews consultant report of existing courses

3.6. Initiate: NCJS and AOJS study current new judges' selection and training process and make recommendations for enhancing the process
- Assess processes and procedures

3.7. Initiate and Complete: Increase the number and upgrade the skill sets of judicial education trainers
- Assess existing TOT
- Recommend enhancements
- Hold enhanced TOT

3.8. Continue: Strengthen NCJS human resource management system (policies and procedures)
- Present capacity building management workshops or deliver one-on-one tutorials, based on the assessment
- Meet with senior management to define permanent policies and procedures

4. Quarter 4: July 1 – September 30 , 2005

4.1. Continue: Develop electronic judicial/legal information clearinghouse, training resource database with on-line access
- Continue implementation

4.2. Continue: Create, install and maintain participant/judicial career tracking database
- Continue implementation
- Collect baseline data from judges

4.3. Initiate: Establish multimedia unit and train staff on utilization of equipment
- Procure and install equipment
- Develop training plan for next year

4.4. Continue and complete: Review and evaluate existing NCJS courses for judges
- Consultant submit final report with recommendations

4.5. Continue: Develop and implement three standard core continuing judicial education courses
- Continue course development

4.6. Continue and complete: NCJS and AOJS study current new judges' selection and training process and make recommendations for enhancing the process
- Submit recommendations

4.7. Initiate: Develop and implement court clerk certification training program
- Observe current situation
- Assess court clerk training needs

4.8. Initiate: Begin development of judicial bench book (print and electronic versions)
- Recruit Working Group (working with Curriculum Development Committee)
- Evaluate existing Judges' Club document/tool
- Brainstorm additional topics or needs to update existing material

4.9. Continue: Strengthen NCJS human resource management system (policies and procedures)
- Publication of preliminary policies and procedures using best practices
- Train as needed on specific HR functions

4.10. Initiate: Train NCJS staff in electronic resources (email, databases, etc.) and encourage staff utilization of electronic tools
- Assess current NCJS utilization of electronic resources
- Assess NCJS staff training needs in use of electronic resources

D) Anticipated Results

- Assessment Report on existing NCJS Courses and Curriculum Needs issued
- Assessment Report on Judicial Selection Processes and Procedures issued
- Preliminary NCJS Policies and Procedures Manual issued
- Plan for JERITT-type electronic clearinghouse model for NCJS formulated
- Initial NCJS website update and enhancements completed
- One iteration of enhanced TOT held
- Three CLE courses enhanced or developed

E) Deliverables:

- NCJS Working Group Strategic Plan

Task #4: Strengthen the JIC to Operate an Automated Information Communications Network with each MOJ Selected Court to be Modernized

A) Primary Responsible Team:

Judicial Information Systems Team

B) Description of Task and Main Activities:

The long term goal of Task 4 is to assist the JIC to develop necessary departmental structure and skills to help build the IT support initiatives in the new operating environment utilizing new hardware and software and to create a strong judicial decision support initiative. In this first year, the Judicial Information Team will provide technical assistance, training - both formal and on-the-job (OJT) - to help the JIC to build the Delivery and Technical organization to support these new hardware and software systems, and to build the department structure to provide the decision support services to the courts and MOJ.

To help support the JIC, the Judicial Information Team will work closely with the JIC to create a Working Group, which will be responsible for coordinating and overseeing the execution of activities under this task as well as Task 2. The Working Group will include management and operational level representatives from the JIC and Intercom. The Judicial Information Team will assist the Working Group in conducting an exercise to focus on the three key areas of this task: 1) job task analyses of all current JIC staffing job descriptions: 2) the sufficiency of the proposed hardware and software solutions within JIC; and 3) physical facility requirements. The Team will formulate their recommendations for changes, including the highest priorities, in the strategic plan by the end of the first year.

The JIC is currently providing excellent communications, computer hardware and software support services to the MOJ and the court user community. The Judicial Information Team will provide training to assist the JIC in updating those support skill sets on the new hardware and software systems. However, the Project will also provide support to enhance the JIC decision support service skill sets within the JIC. The Judicial Information Team will provide formal training and OJT to Information Center staff to help build the decision support services that will be necessary in support of MOJ and courts. This will require the purchase of special reporting software and training to ensure that staff is familiar with the decision support needs of the MOJ and the courts, and how to utilize the new tools to provide that information. The basic structure of the new decision support initiative will be in place by the end of the first year. This may also require the MOJ to find a new location for JIC and provide the necessary infrastructure and financial and human resources to help enhance institutional capacity building.

Project management training. Using AMIDEAST/Egypt's Professional Resource Center, Project staff will provide modular project management training to the JIC Director, senior managers, and mid-level technical staff (systems administrators, programmers and technicians). This will be built around the internationally recognized *Project Management Institute's* Project Management Body of Knowledge (PMBOK), which is comprised of key elements of project management: (a) scope management; (b) time management; (c) cost management; (d) quality control and management; (e) human resources management; (f) communications management; (g) risk management; (h) procurement management; and (i) integration management. The modular training design will enable periodic reinforcement of individual skills through technical assistance mentoring as well as the on-the-job training described below. PMBOK training for 15 JIC staff will begin during Year 1. In addition, specific training on quality assurance will be provided for 5 JIC staff.

The Judicial Information Team will also work with the JIC to create a JIC website. We will have a new basic JIC website created by the end of the Year 1.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1. Establish Working Group at JIC with senior management and staff

1.2. Conduct strategic planning workshop with Working Group to provide framework for project interventions

1.3. JIC Organizational Development
- Identify roles and create new job descriptions

1.4. Development of JIC as an Information Center
- Begin to create an information organizational structure in JIC
- Begin to train staff on new roles
- Begin to study reporting requirements
- Begin to create Standard Operating Procedures (SOP)

2. Quarter 2: January 1, 2005 - March 31, 2005

2.1. JIC Organizational Development
- Develop and approve the new Organizational Model for JIC as a Delivery, Technology Organization and Information Center
- Begin to implement new Organizational Structure
- Begin to train staff on new roles

2.2. Project Management and Delivery Managerial Capacity Building
- Begin to implement Project Management Institute Body of Knowledge training

2.3. Development of JIC as an Information Center
- Continue to create an Information Organizational Structure in JIC
- Continue to train staff on new roles
- Continue to study reporting requirements
- Continue to create Standard Operating Procedures (SOP)

2.4. Technology Capacity Building
- Begin to analyze web design needs of the JIC and start building basic website

3. Quarter 3: April 1, 2005 - June 30, 2005

3.1. JIC Organizational Development
- Continue to implement new Organizational Structure
- Continue to train staff on new roles

3.2. Project Management and Delivery Managerial Capacity Building
- Continue to implement Project Management Institute Body of Knowledge training

3.3. Development of JIC as an Information Center
- Continue to create an Information Organizational Structure in JIC
- Continue to train staff on new roles
- Continue to study reporting requirements
- Continue to create Standard Operating Procedures (SOP)

3.4. Technology Capacity Building
- Procure Systems Management Tools and install at JIC
- Procure Project Management and Enterprise Application Development Tools and install in JIC
- Continue analyze web design needs of the JIC and start building basic website

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. JIC Organizational Development
- Continue to implement new Organizational Structure
- Continue to train staff on new roles

4.2. Project Management and Delivery Managerial Capacity Building
- Continue to implement Project Management Institute Body of Knowledge training
- Begin to provide on-the-job training through participation in the development of the Nationwide Replication Plan

4.3. Technology Management Capacity Training
- Begin to provide on-the-job training through participation in the development of the Nationwide Replication Plan
- Conduct Software Quality Assurance training

4.4. Development of JIC as an Information Center
- Continue to create an Information Organizational Structure in JIC
- Continue to train staff on new roles
- Continue to study reporting requirements
- Continue to create Standard Operating Procedures (SOP)

4.5. Technology Capacity Building
- Complete implementation of basic JIC website

D) Anticipated Results:

- Procure Systems Management tools and install at JIC
- Procure Project Management and Enterprise Application Development tools and install at JIC
- New Information Center Decision Support Services structure created within JIC
- Project Management Training for at least 15 JIC staff
- Quality Assurance Technical Training provided to 5 JIC staff
- New JIC Organizational Model with Job Descriptions submitted to JIC and approved
- Basic JIC Website Completed

E) Deliverables:

- Strategic Planning Document

Task #5: Strengthen the Capacity of the MOJ to Coordinate Activities of All Partners Necessary to Successfully Replicate Reforms Implemented under AOJS I throughout Egypt

A) Primary Responsible Team:

Policy and Planning Team

B) Description of Task and Main Activities:

This task explicitly addresses the need for strengthening MOJ strategic leadership, coordination, and teamwork. It is critical for MOJ, and the Minister of Justice himself, to articulate a strategic plan for modernizing the Courts of First Instance. During Year 1, a key activity for this task is establishing and supporting the AOJS II Project Steering Committee (PSC). The PSC will serve as an inter-agency coordinating body. It is envisioned that the life of the committee will extend beyond AOJS II, and that it will ultimately become a permanent advisory board to the Minister. The Policy and Planning team will collaborate with MOJ to establish the PSC, and conduct a three-day Strategic Planning Workshop to reach a common vision for reform during Quarter 2. The AOJS II project will also provide team-building training, and will supply a local team-building specialist to facilitate and provide other assistance at PSC meetings to help set agendas, encourage participation, and focus attention on reaching outcomes.

The role of the PSC will be to address many of the pressing policy issues associated with court reform and modernization. The AOJS II project team will support the PSC by providing examples of illustrative best practices, as well as through technical assistance and consultations. The Policy and Planning Team will coordinate with the PSC members and key subordinates on training in selected AUC public administration modules, such as strategic planning, use of information for policy makers, and decision-making. Also, the Judicial Education team will provide training in change management so that the PSC is fully committed to Project goals. This is important because PSC members are key players who communicate directly with the Minister and can disseminate these goals to the entire judicial community.

During Year 1, the Policy and Planning Team will work with PSC in determining key priority policy issues for the Ministry and ranking them by order of priority. A key policy issue to address will be the procedures for establishing the JIC as a central department within the MOJ responsible for all automation efforts with the capability to provide reliable data about court and judicial performance at the national level.

During Year 1, the Policy and Planning Team will coordinate closely with the AOJS II Project teams on the creation of working groups for JIC, NCJS and the Courts to ensure coordination and smooth flow of information between the PSC and the working groups. This strategy will allow the Project to coordinate the identification of policy issues that are affecting MOJ performance and develop appropriate policies to address those issues.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1. Discuss the creation of the AOJS II Project Steering Committee (PSC)
- Meet with the Minister of Justice to introduce the idea
- Work with MOJ representative(s) on drafting the responsibilities of the PSC

1.2. Assist in the Development of JIC, NCJS and Alexandria and Mansoura Working Groups
- Work with JIC Leadership to identify the composition of the Working Groups
- Work with NCJS Leadership to identify the composition of the Working Groups
- Work with Alexandria and Mansoura Courts Leadership to identify the composition of the Working Groups

2. Quarter 2: January 1, 2005 – March 31, 2005

2.1. Establish of the AOJS II Project Steering Committee (PSC)
- Track the decree creating the PSC

2.2. Conduct a three-day Strategic Planning Workshop with the Project Steering Committee to develop committee strategic direction
- Schedule the Strategic Planning Workshop
- Assist the PSC in developing the themes for the three-day workshop
- Identify a training vendor to implement the Strategic Planning Workshop
- Implement the three-day Strategic Planning Workshop

2.3. Convene 1st Quarterly meeting with the Project Steering Committee
- Develop Agenda for the meeting
- Train MOJ designee(s) on administration the quarterly meetings

2.4. Project Team attends the JIC, NCJS and Alexandria and Mansoura Working Group Meetings
- Participate at the JIC Working Group meetings and guide policy
- Participate at the NCJS Working Group meetings and guide policy
- Participate at the Alexandria and Mansoura Working Group meetings and guide policy

3. Quarter 3: April 1, 2005 – June 30, 2005

3.1. Convene 2nd Quarterly meeting with the PSC
- Assist in the development of Agenda for the meeting
- Continue to train MOJ designee on logistics and how to administer the quarterly meetings

3.2. Examine with PSC Cross-Cutting Reform Policies
- Work with Committee to identify priority policy areas for reform resulting from strategic planning workshop.
- Identify and prioritize key policies for reform

3.3. Project Team attends the JIC, NCJS and Alexandria and Mansoura Working Group Meetings
- Participate at the JIC Working Group meetings and guide policy
- Participate at the NCJS Working Group meetings and guide policy
- Participate at the Alexandria and Mansoura Working Group meetings and guide policy

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. Convene 3rd Quarterly meeting with the Project Steering Committee
- Collect AOJS II Team feedback and lessons learned during year 1 of implementation
- Develop Agenda for the meeting

4.2. Examine with MOJ Cross-Cutting Reform Policies
- Identify issue(s) that the PSC will address
- Set up a time table for addressing priority issues
- Track adherence to time table

4.3. Attend the JIC, NCJS and Alexandria and Mansoura Working Group Meetings
- Participate at the JIC Working Group meetings and guide policy
- Participate at the NCJS Working Group meetings and guide policy

- Participate at the Alexandria and Mansoura Working Group meetings and guide policy

D) Anticipated Results:

- Project Steering Committee Formed
- Three-day Strategic Planning Workshop Conducted
- 3 Quarterly Meetings with PSC

E) Deliverables:

- List of Priority Policy Reform Issues Drafted

Task #6: Develop and Implement Participant Training Program

A) Primary Responsible Team:

Judicial Education Team

B) Description of Task and Main Activities:

In general, participant training for the AOJS II Project will be predominantly in-country and in Arabic. The participant training task includes all the training activities that will be conducted for the different MOJ related institutions. This task, however, does not include all the training activities that will be conducted under the Project, as training activities pertinent to each task are mentioned under the different tasks respectively.

Throughout the Project, the Judicial Education Team will coordinate with the PSC and the Working Groups to ensure the selection of appropriate personnel and their release from the workplace for training.

Professional skills training. During Year 1, the Team will provide professional training for new and sitting judges, in addition to the first course of the standard core courses developed for Continuing Judicial Education.

Technology training. We will organize a variety of training programs focused on the IT systems to be installed at the courts, so that NCJS, JIC, and court personnel know how to administer and maintain these systems. We will also start delivering certificate courses in Arabic in Information Science and Technology, as well as IT for non-IT executives.

Public administration training. During this year, we will start providing a certificate program in Arabic in public administration. This program will be delivered by AUC's Center for Adult and Continuing Education. Members of the PSC, members of the Technical Bureau of the NCJS, JIC managers, other Working Group members, and Chief Justices of the Courts of First Instance will be encouraged to enroll in this program.

Short-term overseas training. In Year 1, we will offer two overseas programs to the United States and one regional program. Of the U.S. programs, one will be to attend the 9th Court Technology Conference to be held in September 2005, and the other will be designed to accompany a number of the senior level MOJ officials and PSC members on a study tour to expose them to strategies for nationwide replication of reforms, court automation, and gender integration. The regional program will focus on gender integration in the Middle East rule of law and administration of justice systems.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 – December 31, 2004

1.1. Develop life-of-project training plan
- Collect and incorporate Tasks 1 to 5 training plans and cross-cutting training events
- Develop procedure and checklists for training events

1.2. Initiate arrangements for overseas program for MOJ and key PSC members
- Contact stakeholders to develop an outline for the program

2. Quarter 2: January 1, 2005 – March 31, 2005

2.1. Initiate the implementation of information science and technology courses for selected MOJ officials and court staff
- Develop criteria for participant selection
- Convene with Working Groups of NCJS and JIC to identify participants
- Orient AUC about the type and background of participants

2.2. Initiate training programs for MOJ and related senior institutional staff in IT for non-IT executives
- Develop criteria for participant selection
- Convene with Working Groups of NCJS and JIC to identify participants
- Orient AUC about the type and background of participants

2.3. Initiate training programs for MOJ and related institutional staff in public administration
- Develop criteria for participant selection
- Convene with Working Groups of NCJS and JIC to identify participants
- Orient AUC about the type and background of participants

2.4. Initiate arrangements for 9th Court Technology Conference and Study Tour
- Meet with PSC and/or NCJS to develop selection criteria for participants
- Meet with stakeholders to develop an outline for the observational study tour

3. Quarter 3: April 1, 2005 – June 30, 2005

3.1. Continue the implementation of information science and technology courses for selected MOJ officials and court staff
- Develop training schedule with AUC
- Conduct the first course
- Evaluate the first course

3.2. Continue offering training programs for MOJ and related institutional staff in public administration
- Develop training schedule with AUC
- Conduct the first course
- Evaluate the first course

3.3. Initiate and complete the Annual Chief Justices Conference focusing on court reform
- Form a planning committee at NCJS
- Develop an outline for the Conference topics
- Identify speakers and facilitators
- Organize logistics with NCJS
- Develop procedures and checklists
- Hold Conference
- Work with facilitators to develop the final report with recommendations for the next conference

3.4. Initiate arrangements for regional gender integration observational study tour
- Work with AAW and Gender Integration Team to develop participant selection criteria
- Meet with stakeholders to develop an outline for the observational study tour

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. Start implementation of Continuing Judicial Education programs designed and developed under Task 3
- Implement a pilot course
- Evaluate the pilot course
- Develop a final report with recommendations for enhancement based on the participants feedback

4.2. Continue training programs for MOJ and related senior institutional staff in IT for non-IT executives
- Develop training schedule with AUC
- Conduct the first course
- Evaluate the first course

4.3. Continue offering training programs for MOJ and related institutional staff in public administration
- Conduct the second course
- Evaluate the second course

4.4. Court technology conference and study tour
- Participants attend the conference and study tour
- Participants develop an action plan to implement in the workplace upon their return
- Develop final report

4.5. Complete overseas program for MOJ and key PSC members
- Conduct program
- Participants develop an action plan to implement in the workplace upon their return
- Develop final report

4.6. Complete overseas regional observational study tour for gender integration
- Conduct program
- Participants develop an action plan and recommendations for gender integration in the judicial sector in Egypt based on their experiences
- Develop final report

D) Anticipated Results:

- Overseas program for MOJ and key PSC members completed
- 9th Court Technology Conference and Study Tour completed
- Regional program for the Gender Activity completed
- Chief Justices Conference held
- Pilot course of Continuing Judicial Education program conducted

E) Deliverables:

- Life-of-Project Training Plan

Cross-Cutting Policy Themes:

Theme 1: Gender Integration

A) Primary Responsible Team(s):

The Alliance For Arab Women (AAW)
AOJS II Gender Integration Team

B) Description of Task and Main Activities:

The AOJS II Project's Gender Integration activities will address problems facing women regarding access, opportunities and greater participation throughout the judiciary. The AAW, one of the most instrumental NGOs involved in women's issues in Egypt, and the AOJS II Gender Integration Team, will work closely to implement gender integration activities throughout the life of project. To efficiently address all impediments facing women in the judiciary, the AAW and the Team will integrate all gender-related activities in all six AOJS II tasks.

For the 1st Quarter of Year 1, the AAW and the Team will coordinate efforts to establish a special Working Group. The formation of this Working Group is essential to the successful implementation of Year 1 and life of project activities. The role of the Working Group will be to actively promote gender integration throughout the Egyptian judiciary. The Working Group will compile, review and analyze best practices, lessons learned and alternative approaches to undertaking gender integration activities specific to the judiciary in other Arab countries. The AAW will conduct an assessment during Year 1, which will provide the Project with necessary baseline data. Based on the data collected in the assessment, the Working Group will then draft a strategic plan, which will be presented to the PSC during Year 2. In addition, during Year 1, qualified female attorneys and administrative prosecutors will be selected and sent on observational study tours in Arab countries to shadow distinguished female judges. Throughout the life of the project, the Working Group will be responsible for implementing and monitoring the plan. Additionally, the following are the anticipated detailed activities for Year 1:

1. Conducting a Gender Integration Assessment. This assessment will provide AOJS II with detailed and reliable baseline data that will be utilized by the Working Group and the AAW in formulating the strategic plan that will guide all gender integration activities throughout the life of the project.

2. In anticipation of the development of public education and awareness-raising programs, the AAW and the Team will work closely to identify key individuals and organizations supportive of the integration and promotion of women throughout the judiciary.

The names will be compiled in a list that will be a resource tool to access when organizing and implementing roundtable sessions and other media events.

3. In preparation for public education and awareness-raising campaigns, and based on the assessment data, the AAW will identify key NGOs in strategic regions of the country and will train their members in order to equip them with the necessary tools to carry out public education and awareness activities in the respective governorates. This NGO-Network Training will be completed by the end of the 4th Quarter.

4. The Project Team will focus on broadening the participation of women in all AOJS II activities, especially in training programs at the MOJ, NCJS, JIC and the selected Courts of First Instance.

C) Listing of Activities by Quarter

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1. Establish a Working Group for Gender Integration
- Hold first meeting to initiate Project activities and review current status of impediments

1.2. Begin conducting Gender Integration Assessment
- Compile, review and analyze best practices, lessons learned and alternative approaches to gender integration in other Arab and Muslim countries

2. Quarter 2: January 1, 2005 - March 31, 2005

2.1. Hold Working Group meeting to review progress and address emerging issues

2.2. Promote female participation in training programs at selected Courts of First Instance

3. Quarter 3: April 1, 2005 - June 30, 2005

3.1. Hold Working Group meeting to discuss progress and identify opportunities for promoting maximum participation of women in all aspects of Project tasks

3.2. Complete Gender Integration Assessment
- Identify NGO-Network in governorates to provide broader access
- Begin NGO-Network training

3.3. Organize and hold 1 roundtable discussion to discuss and promote the results of the assessment and to stimulate media coverage

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. Hold Working Group meeting

4.2. Draft assessment report and submit to PSC

4.3. Organize and hold one roundtable discussion

4.4. Complete NGO-Network training

4.5. Provide input to NCJS in developing legal researcher program, certification training programs and training curriculum

4.6. Identify and compile a list of key individuals and organizations

4.7. Promote female participation in training programs at selected Courts of First Instance

D) Anticipated Results

- Working Group established
- Gender Integration Assessment Study conducted and report drafted
- Roundtable discussion conducted

E) Deliverables

- Gender Integration Assessment Report

Theme 2: Monitoring and Evaluation

A) Responsible Team(s):

Policy and Planning Team

B) Description of Task and Main Activities:

Monitoring and Evaluation (M&E) will play an integral role in the AOJS II's management and the implementation of its activities. Because instituting a sound M&E system promotes effective management, validates project assumptions, guides the project's implementation, provides quantifiable results, and is essential to a sound plan, M&E will be incorporated into all project phases. By doing so, the MOJ, USAID and the Project Team will have the necessary information required for sound strategic decision-making and reporting.

In addition to integrating M&E into the day-to-day activities, the Project will increase customer participation in decision-making, empower local participation by working closely with the selected Courts of First Instance, NCJS and JIC to ensure that their views and concerns are incorporated into the project design and evaluation. The project will also work with the PSC on utilizing M&E strategies to monitor project activities with the ultimate goal of institutionalizing M&E functions within the MOJ in an effort to strengthen its capacity to sustain reforms. This approach should result in promoting the exchange of information from the local to national level by ensuring that all performance data is shared with the MOJ, USAID and the selected Courts.

During Year 1, the M&E team will prepare the results framework; collect baseline data and set targets; work with PSC on the introduction of evaluation methodologies to the MOJ and establishment of same within the NCJS and JIC; identify and train specialists at each institution on M&E methodologies; and develop and begin implementation of an M&E system in order to assist the MOJ and key institutions with planning, performance tracking and results monitoring. This M&E system will further assist USAID with quantifying project results.

C) Listing of Activities by Quarter:

1. Quarter 1: October 1, 2004 - December 31, 2004

1.1. Finalize Results Framework

1.2. Start to establish Evaluation Methodologies within NCJS and JIC
- Assess current monitoring and evaluation methodologies used/systems
- Advise and assist in setting up recommended M&E systems

1.3. Performance Monitoring
- Develop M&E System
- Collect data on a systematic basis

1.4. Engage Project Steering Committee members in institutionalizing M&E within their respective organizations

1.5. Prepare quarterly report to be submitted to USAID and MOJ

2. Quarter 2: January 1, 2005 - March 31, 2005

2.1. Continue establishing Evaluation Methodologies within NCJS and JIC

2.2. Performance Monitoring
- Collect data on a systematic basis

2.3. Collect Evaluative Data
- Lawyers Survey
- Case Filing Data

2.4. Prepare quarterly report to be submitted to USAID and MOJ

3. Quarter 3: April 1, 2005 - June 30, 2005

3.1. Continue establishing Evaluation Methodologies within NCJS and JIC
- Monitor and evaluate the M&E systems performance and provide technical assistance

3.2. Performance Monitoring
- Collect data on a systematic basis

3.3. Train NCJS, and JIC specialists on M&E methodologies

3.4. Engage Project Steering Committee in institutionalizing M&E within their respective MOJ organizations

3.5. Prepare quarterly report to be submitted to USAID and MOJ

4. Quarter 4: July 1, 2005 – September 30, 2005

4.1. Continue establishing Evaluation Methodologies within NCJS and JIC
- Monitor and evaluate the M&E systems and provide technical assistance

4.2. Performance Monitoring
- Collect data on a systematic basis

4.3. Prepare annual report to be submitted to USAID and MOJ

D) Anticipated Results

- M&E Plan established at Courts, NCJS and JIC
- Annual Lawyers' Survey conducted

E) Deliverables:

- Performance Monitoring Plan
- Results Framework
- Baseline Data from Lawyers' Survey and case filing data
- Quarterly Reports and Annual Report

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 1: The Replication of AOJS I Court Reforms in Alexandria and Mansoura Courts

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start
1		***IT Infrastructure***	**260 days**	**10/2/05**
2	Q1	Complete the Facilities Assessment, to include physical and operational infrastructure (JIC)	65 days	10/2/05
3	Q1	Produce layout recommendations for deployment of IT solution	65 days	10/2/05
4	Q1	Complete site preparation (power, network) for deployment of IT Infrastructure	65 days	10/2/05
5	Q1	Complete design or ECMA Phase I and begin testing at JIC	65 days	10/2/05
6	Q1	Establish network connectivity	65 days	10/2/05
7	Q1	Install necessary hardware and software at JIC	65 days	10/2/05
8	Q1	Monitor and coordinate with MOJ site preparation (facilities)	65 days	10/2/05
9	Q2	Establish network connectivity with JIC hub	65 days	1/1/06
10	Q2	Deploy ECMA Phase 1 at JIC	65 days	1/1/06
11	Q3	Complete Design Specifications for ECMA Phase II	65 days	4/2/06
12	Q4	Test ECMA Phase II at JIC	65 days	7/2/06
13		***Alexandria Court of First Instance***	**260 days**	**10/2/05**
14	Q1	Continue site preparation (technology)	65 days	10/2/05
15	Q1	Continue installation of hardware and software (including satellite courts)	65 days	10/2/05
16	Q2	Complete installation of hardware and software	65 days	1/1/06
17	Q3	Install hardware and software at Satellite Courts	65 days	4/2/06
18		**Judicial Panel Meetings**	**260 days**	**10/2/05**
19	Q1	Conduct judicial panel meetings (Q1)	65 days	10/2/05
20	Q2	Conduct judicial panel meetings (Q2)	65 days	1/1/06

Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 1: The Replication of AOJS I Court Reforms in Alexandria and Mansoura Courts

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

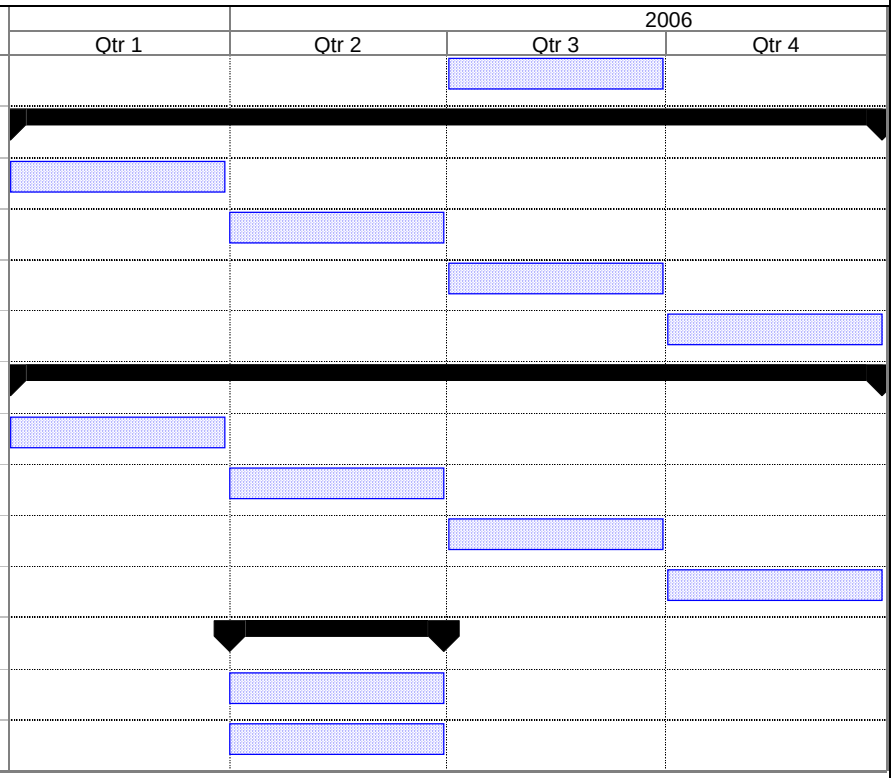
ID	Quarter	Task Name	Duration	Start
21	Q3	Conduct judicial panel meetings (Q3)	65 days	4/2/06
22	Q4	Conduct judicial panel meetings (Q4)	65 days	7/2/06
23		**Working Group Meetings**	**260 days**	**10/2/05**
24	Q1	Conduct regular Working Group meeting (Q1)	65 days	10/2/05
25	Q2	Conduct regular Working Group meeting (Q2)	65 days	1/1/06
26	Q3	Conduct regular Working Group meeting (Q3)	65 days	4/2/06
27	Q4	Conduct regular Working Group meeting (Q4)	65 days	7/2/06
28	Q1	Monitor and coordinate with MOJ site preparation (facilities)	65 days	10/2/05
29	Q2	Deploy ECMA Phase I	65 days	1/1/06
30		**Training**	**65 days**	**1/1/06**
31	Q2	Conduct operational and support training	65 days	1/1/06
32	Q2	Conduct ECMA end user training	65 days	1/1/06
33		***Mansoura Court of First Instance***	**260 days**	**10/2/05**
34	Q1	Complete the Facilities Assessment, to include physical and operational infrastructure	65 days	10/2/05
35	Q1	Produce layout recommendations for deployment of the IT solution	65 days	10/2/05
36	Q1	Continue site preparation (technology)	65 days	10/2/05
37	Q1	Continue installation of hardware and software (including satellite courts)	65 days	10/2/05
38	Q2	Complete installation of hardware and software	65 days	1/1/06
39	Q1	Monitor and coordinate with MOJ site preparation (facilities)	65 days	10/2/05
40	Q2	Deploy ECMA Phase I	65 days	1/1/06

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 1: The Replication of AOJS I Court Reforms in Alexandria and Mansoura Courts

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start
41	Q3	Install hardware and software at Satellite Courts	65 days	4/2/06
42		**Judicial Panel Meetings**	**260 days**	**10/2/05**
43	Q1	Conduct judicial panel meeting (Q1)	65 days	10/2/05
44	Q2	Conduct judicial panel meeting (Q2)	65 days	1/1/06
45	Q3	Conduct judicial panel meeting (Q3)	65 days	4/2/06
46	Q4	Conduct judicial panel meeting (Q4)	65 days	7/2/06
47		**Working Group Meetings**	**260 days**	**10/2/05**
48	Q1	Conduct regular Working Group meeting (Q1)	65 days	10/2/05
49	Q2	Conduct regular Working Group meeting (Q2)	65 days	1/1/06
50	Q3	Conduct regular Working Group meeting (Q3)	65 days	4/2/06
51	Q4	Conduct regular Working Group meeting (Q4)	65 days	7/2/06
52		**Training**	**65 days**	**1/1/06**
53	Q2	Conduct operational and support training	65 days	1/1/06
54	Q2	Conduct ECMA end user training	65 days	1/1/06

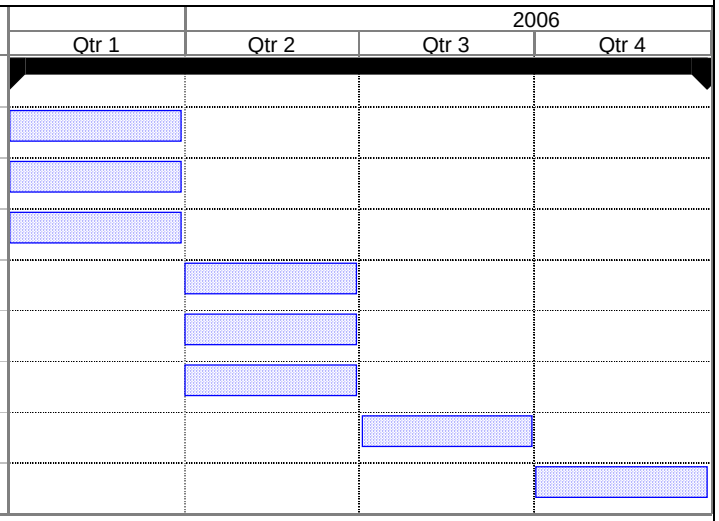


Task	Summary	Rolled Up Progress	Project Summary
Progress	Rolled Up Task	Split	Group By Summary
Milestone	Rolled Up Milestone	External Tasks	Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 2: Develop a Plan for Nationwide Replication

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter		Task Name	Duration	Start	Finish
1			***Survey of the 20 Courts of First Instance***	**260 days**	**10/2/05**	**9/28/06**
2	Q1		Select vendor to conduct the survey of 20 courts of First Instance	65 days	10/2/05	12/29/05
3	Q1		Plan for data collection, including vendor training on use of data collection tool	65 days	10/2/05	12/29/05
4	Q1		Conduct survey of the 20 courts of First Instance	65 days	10/2/05	12/29/05
5	Q2		Finalize survey report	65 days	1/1/06	3/30/06
6	Q2		Analyze data from survey	65 days	1/1/06	3/30/06
7	Q2		Present survey to Ministry of Justice	65 days	1/1/06	3/30/06
8	Q3		Monitor MOJ decisions on implementation strategy and provide technical assistance, as appropriate	64 days	4/3/06	6/29/06
9	Q4		Develop action plan with the coordination Group and the Ministry of Justice as required	65 days	7/2/06	9/28/06

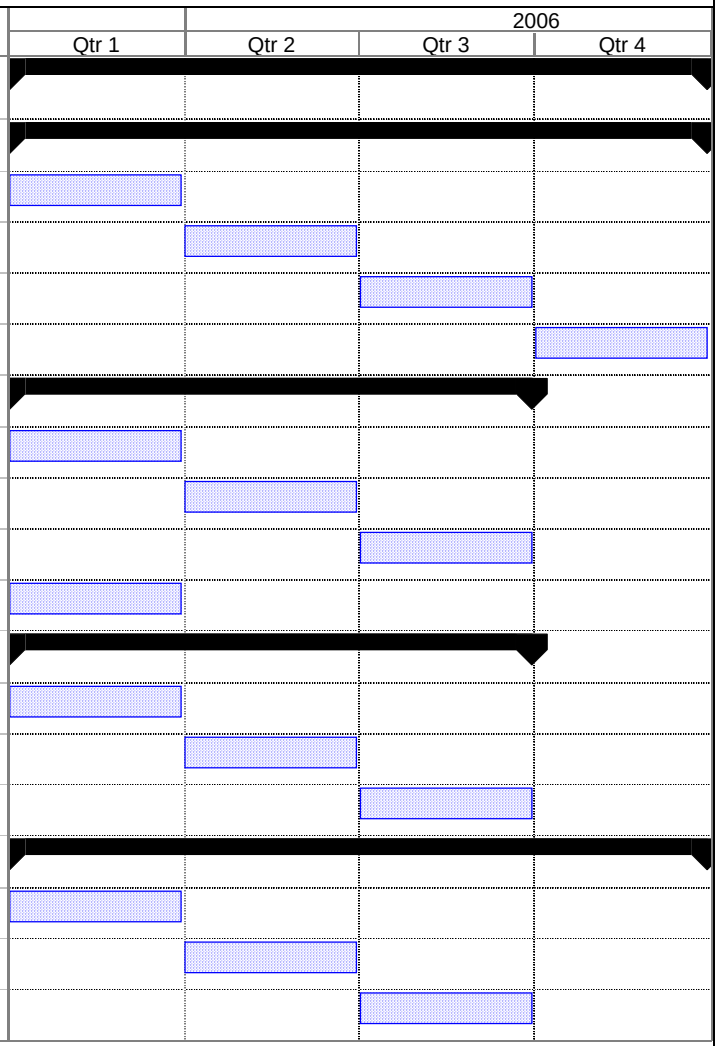


Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 3: Strengthen the Administrative and Technical Capacities of NCJS

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
1		***Enhancement of NCJS Electronic Resources***	**260 days**	**10/2/05**	**9/28/06**
2		**NCJS Database/Clearing House**	**260 days**	**10/2/05**	**9/28/06**
3	Q1	Continue development of NCJS database/clearinghouse in conjunction with JERITT	65 days	10/2/05	12/29/05
4	Q2	Design NCJS database/clearinghouse	65 days	1/1/06	3/30/06
5	Q3	Deploy NCJS database/clearinghouse	65 days	4/2/06	6/29/06
6	Q4	Continue developing more advanced features of the database/clearinghouse	65 days	7/2/06	9/28/06
7		**Judges' Biodata**	**195 days**	**10/2/05**	**6/29/06**
8	Q1	Collect bio data from Judges	65 days	10/2/05	12/29/05
9	Q2	Continue to collect bio data from Judges	65 days	1/1/06	3/30/06
10	Q3	Finish collecting bio data from Judges	65 days	4/2/06	6/29/06
11	Q1	Enter NCJS curriculum list	65 days	10/2/05	12/29/05
12		**NCJS Library Resources**	**195 days**	**10/2/05**	**6/29/06**
13	Q1	Begin computer coding of NCJS l brary resources	65 days	10/2/05	12/29/05
14	Q2	Continue computer coding of NCJS library resources	65 days	1/1/06	3/30/06
15	Q3	Finish computer coding of NCJS library resources	65 days	4/2/06	6/29/06
16		**NCJS Website**	**260 days**	**10/2/05**	**9/28/06**
17	Q1	Continue Second Generation NCJS website enhancement	65 days	10/2/05	12/29/05
18	Q2	Deploy Second Generation NCJS website	65 days	1/1/06	3/30/06
19	Q3	Monitor NCJS Website	65 days	4/2/06	6/29/06

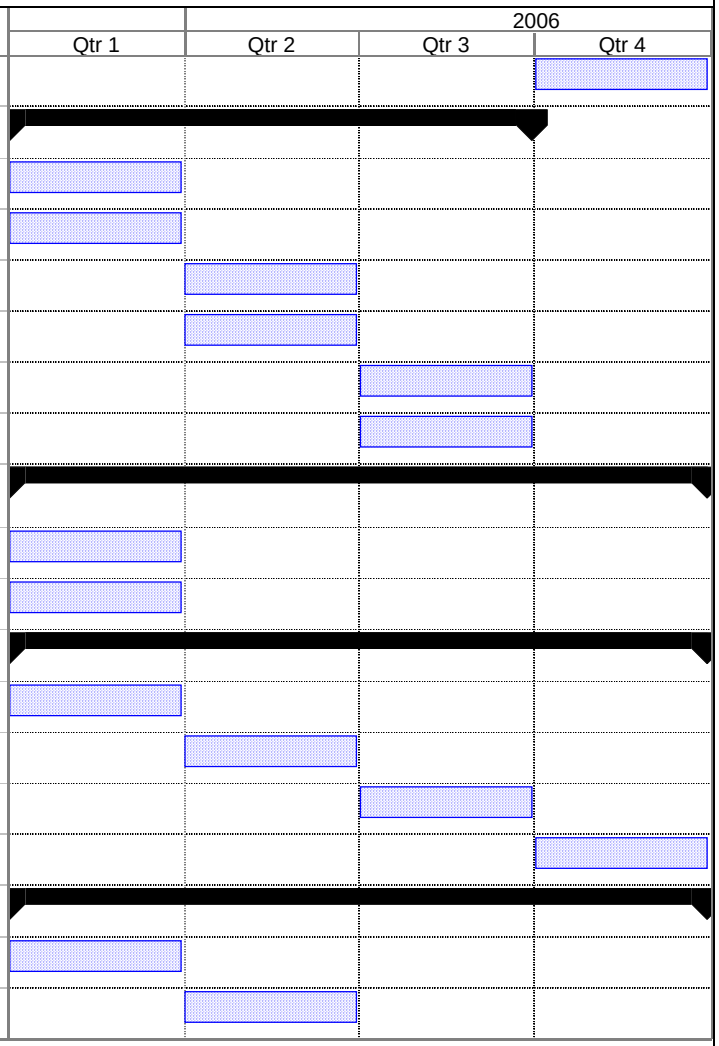


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 3: Strengthen the Administrative and Technical Capacities of NCJS

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
20	Q4	Continue monitoring of the website	65 days	7/2/06	9/28/06
21		**NCJS Multi-media Lab**	**195 days**	**10/2/05**	**6/29/06**
22	Q1	Design NCJS multi-media lab	65 days	10/2/05	12/29/05
23	Q1	Establish multi-media training unit	65 days	10/2/05	12/29/05
24	Q2	Procure equipment for multi-media lab	65 days	1/1/06	3/30/06
25	Q2	Start training NCJS staff on use of multi-media lab	65 days	1/1/06	3/30/06
26	Q3	Deploy NCJS multi-media lab	65 days	4/2/06	6/29/06
27	Q3	Continue training NCJS staff on use of multi-media lab	65 days	4/2/06	6/29/06
28		***Enhancement of NCJS Core Curriculum & Course Materials***	**260 days**	**10/2/05**	**9/28/06**
29	Q1	Enhance existing NCJS core courses	65 days	10/2/05	12/29/05
30	Q1	Incorporate Team Building/ Judicial Leadership into the New Chief Judges course	65 days	10/2/05	12/29/05
31		**New NCJS Core Courses**	**260 days**	**10/2/05**	**9/28/06**
32	Q1	Continue developing new NCJS core courses	65 days	10/2/05	12/29/05
33	Q2	Continue developing NCJS core courses	65 days	1/1/06	3/30/06
34	Q3	Continue developing NCJS core courses	65 days	4/2/06	6/29/06
35	Q4	Continue developing additional core courses	65 days	7/2/06	9/28/06
36		**Judicial Bench book**	**260 days**	**10/2/05**	**9/28/06**
37	Q1	Start developing the Judicial Benchbook	65 days	10/2/05	12/29/05
38	Q2	Continue developing Judicial Benchbook	65 days	1/1/06	3/30/06

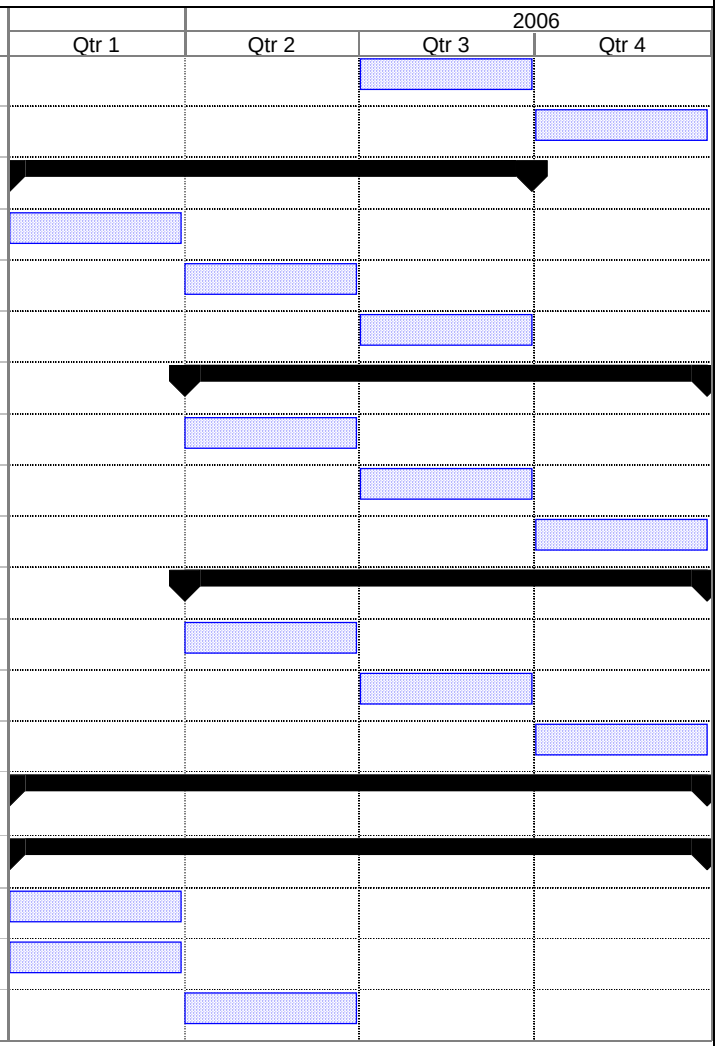


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 3: Strengthen the Administrative and Technical Capacities of NCJS

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
39	Q3	Continue developing Judicial Benchbook and publish initial chapters	65 days	4/2/06	6/29/06
40	Q4	Continue developing Judicial Benchbook	65 days	7/2/06	9/28/06
41		**Career - long Judicial Training Plan**	**195 days**	**10/2/05**	**6/29/06**
42	Q1	Start developing a career-long judicial training plan	65 days	10/2/05	12/29/05
43	Q2	Continue developing a career-long judicial training plan	65 days	1/1/06	3/30/06
44	Q3	Complete developing a career-long judicial training plan	65 days	4/2/06	6/29/06
45		**Computerized Legal Research Courses**	**195 days**	**1/1/06**	**9/28/06**
46	Q2	Continue presentation of courses on Computerized Legal Research in Alexandria and Mansoura	65 days	1/1/06	3/30/06
47	Q3	Continue presentation of Computerized Legal Research for Judges courses	65 days	4/2/06	6/29/06
48	Q4	Continue presentation of courses on Computerized Legal Research	65 days	7/2/06	9/28/06
49		**Court Clerk Certification Training Program**	**195 days**	**1/1/06**	**9/28/06**
50	Q2	Start developing the court clerk certification training program	65 days	1/1/06	3/30/06
51	Q3	Implement first court clerk certification training program course	65 days	4/2/06	6/29/06
52	Q4	Implement second and third court clerk certification training program courses	65 days	7/2/06	9/28/06
53		***Enhancement of NCJS HR Capacity***	**260 days**	**10/2/05**	**9/28/06**
54		**NCJS Staff Training**	**260 days**	**10/2/05**	**9/28/06**
55	Q1	Prioritize and develop NCJS staff training	65 days	10/2/05	12/29/05
56	Q1	Present NCJS staff training	65 days	10/2/05	12/29/05
57	Q2	Present NCJS Staff Training (presentation of specific courses are tentative depending on the prioritization by the NCJS	65 days	1/1/06	3/30/06

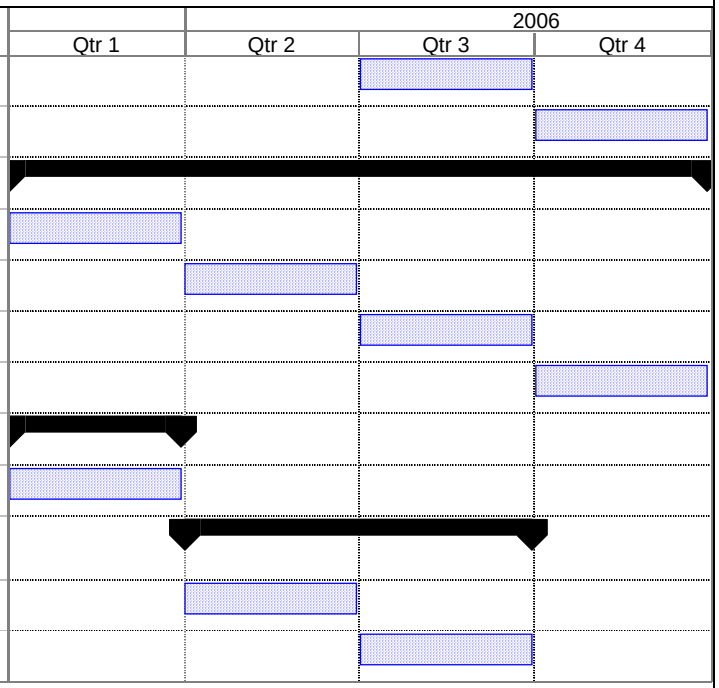


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 3: Strengthen the Administrative and Technical Capacities of NCJS

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
58	Q3	Continue NCJS staff training	65 days	4/2/06	6/29/06
59	Q4	Continue NCJS staff training	65 days	7/2/06	9/28/06
60		**NCJS Policy and Procedures Manual**	**260 days**	**10/2/05**	**9/28/06**
61	Q1	Expand NCJS Policy and Procedures Manual	65 days	10/2/05	12/29/05
62	Q2	Expand NCJS Policy and Procedures Manual	65 days	1/1/06	3/30/06
63	Q3	Expand Policy & Procedures manual	65 days	4/2/06	6/29/06
64	Q4	Expand Policy & Procedures manual	65 days	7/2/06	9/28/06
65		**NCJS Job Descriptions**	**65 days**	**10/2/05**	**12/29/05**
66	Q1	Complete NCJS Job Descriptions	65 days	10/2/05	12/29/05
67		***Enhancement of NCJS Training Of Trainers (TOT)***	**130 days**	**1/1/06**	**6/29/06**
68	Q2	Repeat Basic TOT in 10 day format (for 20 Judicial Educators)	65 days	1/1/06	3/30/06
69	Q3	Enhance and present Advanced TOT (presentation skills & use of audio-visual aids) (for 20 Judicial Educators)	65 days	4/2/06	6/29/06

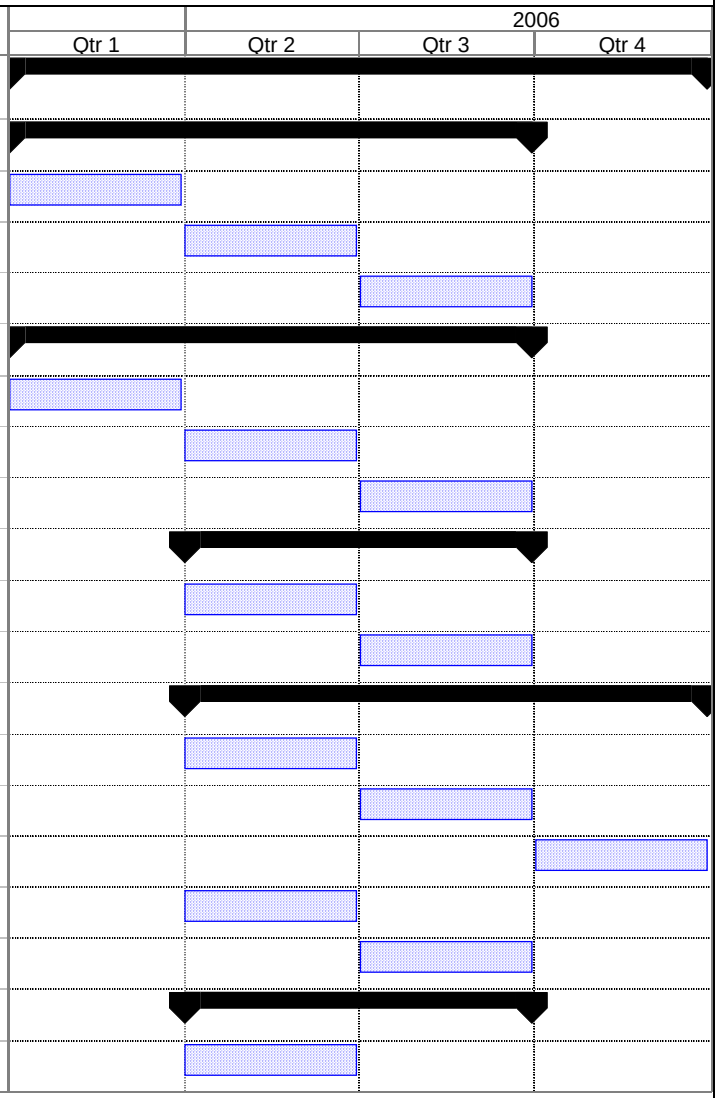


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 4: Strengthen the JIC to Operate an Automated Information Communications Network with each MOJ selected Court to be Modernized

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
1		***Develop JIC as a Decision Support Center for the Judiciary***	**260 days**	**10/2/05**	**9/28/06**
2		JIC Website	**195 days**	**10/2/05**	**6/29/06**
3	Q1	Design JIC website	65 days	10/2/05	12/29/05
4	Q2	Test JIC website	65 days	1/1/06	3/30/06
5	Q3	Launch JIC website	65 days	4/2/06	6/29/06
6		IT Solution	**195 days**	**10/2/05**	**6/29/06**
7	Q1	Collaborate on management of design for an IT solution for nationwide deployment	65 days	10/2/05	12/29/05
8	Q2	Develop Security Plan for the IT Solution	65 days	1/1/06	3/30/06
9	Q3	Implement Security Model	65 days	4/2/06	6/29/06
10		Help Desk	**130 days**	**1/1/06**	**6/29/06**
11	Q2	Design Help Desk and install necessary hardware/software	65 days	1/1/06	3/30/06
12	Q3	Establish operational Help Desk	65 days	4/2/06	6/29/06
13		Network Infrastructure for the Judiciary	**195 days**	**1/1/06**	**9/28/06**
14	Q2	Collaborate on design and deployment of a network infrastructure for the judiciary	65 days	1/1/06	3/30/06
15	Q3	Collaborate on design and deployment of a network infrastructure for the judiciary	65 days	4/2/06	6/29/06
16	Q4	Collaborate on design and deployment of a network infrastructure for the judiciary	65 days	7/2/06	9/28/06
17	Q2	Collect requirements for reporting capabilities	65 days	1/1/06	3/30/06
18	Q3	Test reports	65 days	4/2/06	6/29/06
19		Decision Support Capabilities	**130 days**	**1/1/06**	**6/29/06**
20	Q2	Begin planning for Decision Support Capabilities	65 days	1/1/06	3/30/06

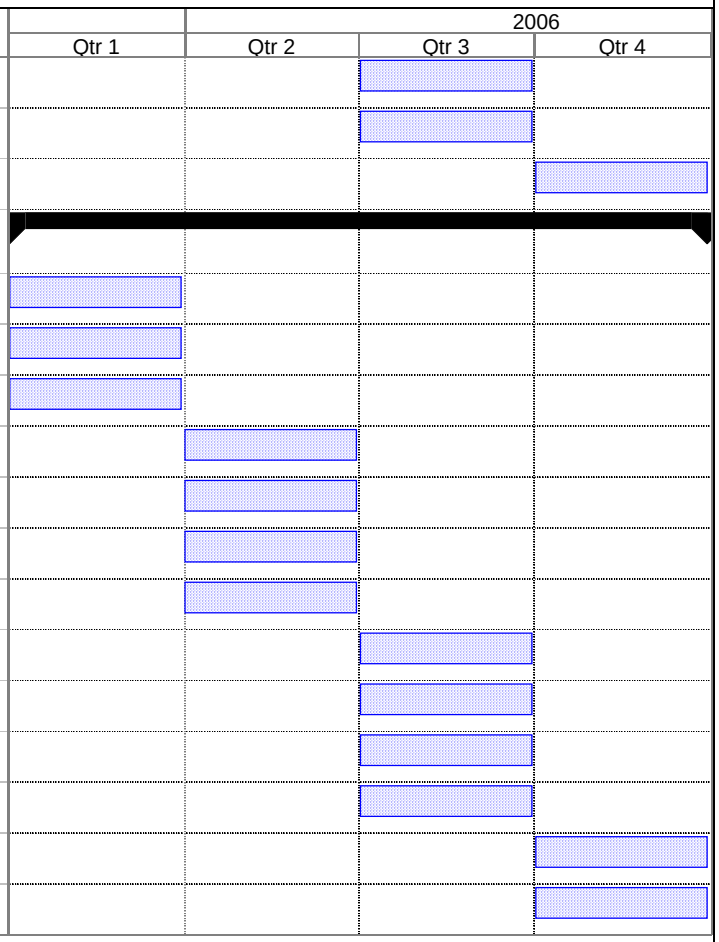


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 4: Strengthen the JIC to Operate an Automated Information Communications Network with each MOJ selected Court to be Modernized

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
21	Q3	Deploy Decision Support Capabilities	65 days	4/2/06	6/29/06
22	Q3	Communicate support, reporting and network requirements for ECMA Phase II	65 days	4/2/06	6/29/06
23	Q4	Conduct a workshop with court personnel to evaluate governance model, support capabilities	65 days	7/2/06	9/28/06
24		***Train JIC Staff to Support ECMA and Network Infrastructure***	**260 days**	**10/2/05**	**9/28/06**
25	Q1	Complete training plan for support of the IT solution with Raya Integration	65 days	10/2/05	12/29/05
26	Q1	Implement Microsoft Operations Manager 2000 (to include 1 training course for 10 attendees)	65 days	10/2/05	12/29/05
27	Q1	Conduct Microsoft Windows Server 2003 environment courses (6 courses, 10 attendees)	65 days	10/2/05	12/29/05
28	Q2	Conduct Help Desk training (HP Open View)	65 days	1/1/06	3/30/06
29	Q2	Conduct On-the-job training for network support of NCJS multi-media lab	65 days	1/1/06	3/30/06
30	Q2	Develop and conduct ECMA Phase I Train-the-Trainers course	65 days	1/1/06	3/30/06
31	Q2	Conduct IT Security training (5 courses, 10 attendees)	65 days	1/1/06	3/30/06
32	Q3	Conduct Backup and restore basic training (1 course, 10 attendees)	65 days	4/2/06	6/29/06
33	Q3	Conduct SAN administration training (1 course, 10 attendees)	65 days	4/2/06	6/29/06
34	Q3	Conduct Storage training (4 courses, 10 attendees)	65 days	4/2/06	6/29/06
35	Q3	Conduct Servers and clusters training (4 courses, 10 attendees)	65 days	4/2/06	6/29/06
36	Q4	Conduct relational database design training (1 course, 10 attendees)	65 days	7/2/06	9/28/06
37	Q4	Conduct New programming tools training (.NET) (1 course, 10 attendees)	65 days	7/2/06	9/28/06

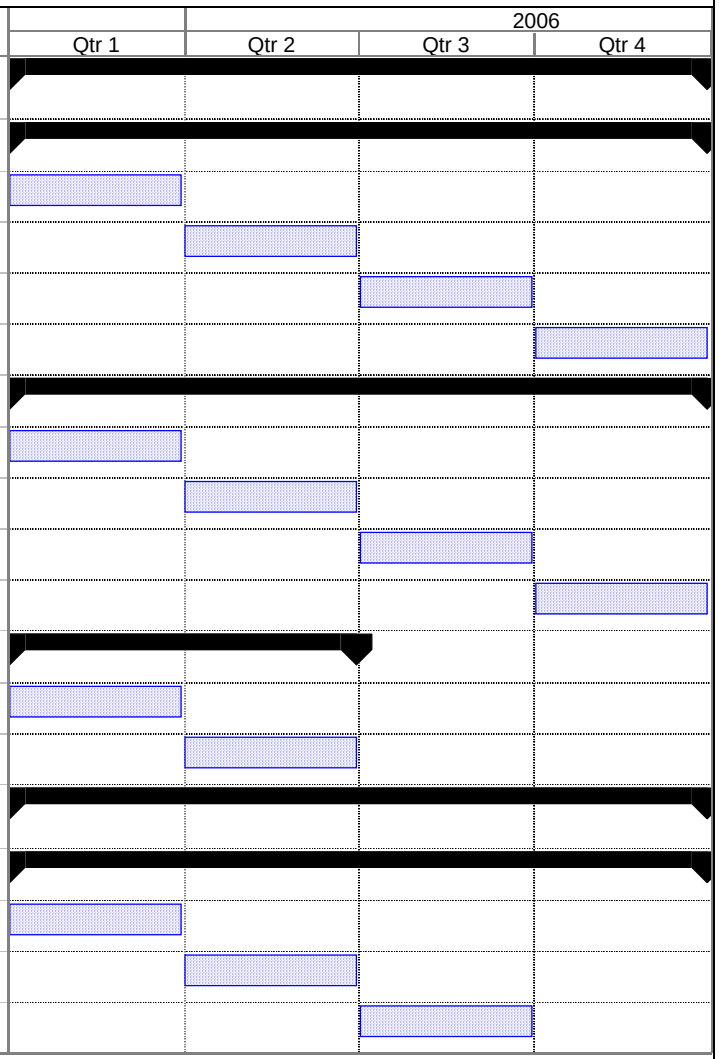


Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 5: Strengthen the Capacity of the MOJ to Coordinate Activities of All Partners Necessary to Successfully Replicate Reforms Implemented Under AOJS I

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
1		***Policy Guidance***	**260 days**	**10/2/05**	**9/28/06**
2		**Coordination Group Meetings**	**260 days**	**10/2/05**	**9/28/06**
3	Q1	Conduct meeting with Coordination Group (Q1)	65 days	10/2/05	12/29/05
4	Q2	Conduct meeting with Coordination Group (Q2)	65 days	1/1/06	3/30/06
5	Q3	Conduct meeting with Coordination Group (Q3)	65 days	4/2/06	6/29/06
6	Q4	Conduct meeting with Coordination Group (Q4)	65 days	7/2/06	9/28/06
7		**Advocacy for Court Reform**	**260 days**	**10/2/05**	**9/28/06**
8	Q1	Advocate for executive level support for long term court reform	65 days	10/2/05	12/29/05
9	Q2	Advocate for executive level support for long term court reform	65 days	1/1/06	3/30/06
10	Q3	Advocate for executive level support for long term court reform	65 days	4/2/06	6/29/06
11	Q4	Advocate for executive level support for long term court reform	65 days	7/2/06	9/28/06
12		**Legal Researcher Program**	**130 days**	**10/2/05**	**3/30/06**
13	Q1	Present legal researcher program proposal to the Ministry	65 days	10/2/05	12/29/05
14	Q2	Amend work plan to include legal researcher program, if necessary	65 days	1/1/06	3/30/06
15		***Work Unit Planning***	**260 days**	**10/2/05**	**9/28/06**
16		**JIC**	**260 days**	**10/2/05**	**9/28/06**
17	Q1	Meet with JIC Working Group to develop action items from strategic plan (Q1)	65 days	10/2/05	12/29/05
18	Q2	Meet with JIC Working Group to discuss policy items related to IT Solution (Q2)	65 days	1/1/06	3/30/06
19	Q3	Meet with JIC Working Group to discuss policy items related to IT Solution (Q3)	65 days	4/2/06	6/29/06

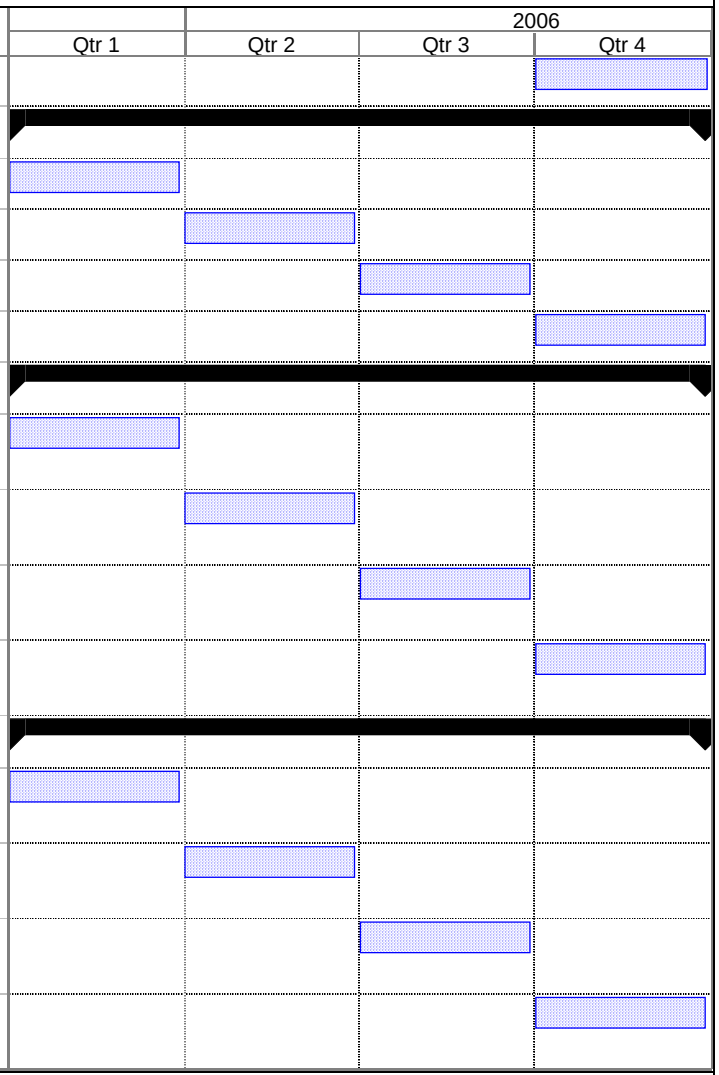


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 5: Strengthen the Capacity of the MOJ to Coordinate Activities of All Partners Necessary to Successfully Replicate Reforms Implemented Under AOJS I

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
20	Q4	Meet with JIC Working Group to discuss policy items related to IT Solution (Q4)	65 days	7/2/06	9/28/06
21		**NCJS**	**259 days**	**10/2/05**	**9/27/06**
22	Q1	Meet with NCJS Working Group to develop action items from strategic plan (Q1)	64 days	10/2/05	12/28/05
23	Q2	Meet with NCJS Working Group to discuss policy items related to IT Solution (Q2)	64 days	1/1/06	3/29/06
24	Q3	Meet with NCJS Working Group to discuss policy items related to IT Solution (Q3)	64 days	4/2/06	6/28/06
25	Q4	Meet with NCJS Working Group to discuss policy items related to IT Solution (Q4)	64 days	7/2/06	9/27/06
26		**Alexandria Court of First Instance**	**259 days**	**10/2/05**	**9/27/06**
27	Q1	Meet with Alexandria Court of First Instance Working Group to develop action items from strategic plan (Q1)	64 days	10/2/05	12/28/05
28	Q2	Meet with Alexandria Court of First Instance Working Group to discuss policy items related to IT Solution (Q2)	64 days	1/1/06	3/29/06
29	Q3	Meet with Alexandria Court of First Instance Working Group to discuss policy items related to IT Solution (Q3)	64 days	4/2/06	6/28/06
30	Q4	Meet with Alexandria Court of First Instance Working Group to discuss policy items related to IT Solution (Q4)	64 days	7/2/06	9/27/06
31		**Mansoura Court of First Instance**	**259 days**	**10/2/05**	**9/27/06**
32	Q1	Meet with Mansoura Court of First Instance Working Group to develop action items from strategic plan (Q1)	64 days	10/2/05	12/28/05
33	Q2	Meet with Mansoura Court of First Instance Working Group to discuss policy items related to IT Solution (Q2)	64 days	1/1/06	3/29/06
34	Q3	Meet with Mansoura Court of First Instance Working Group to discuss policy items related to IT Solution (Q3)	64 days	4/2/06	6/28/06
35	Q4	Meet with Mansoura Court of First Instance Working Group to discuss policy items related to IT Solution (Q4)	64 days	7/2/06	9/27/06

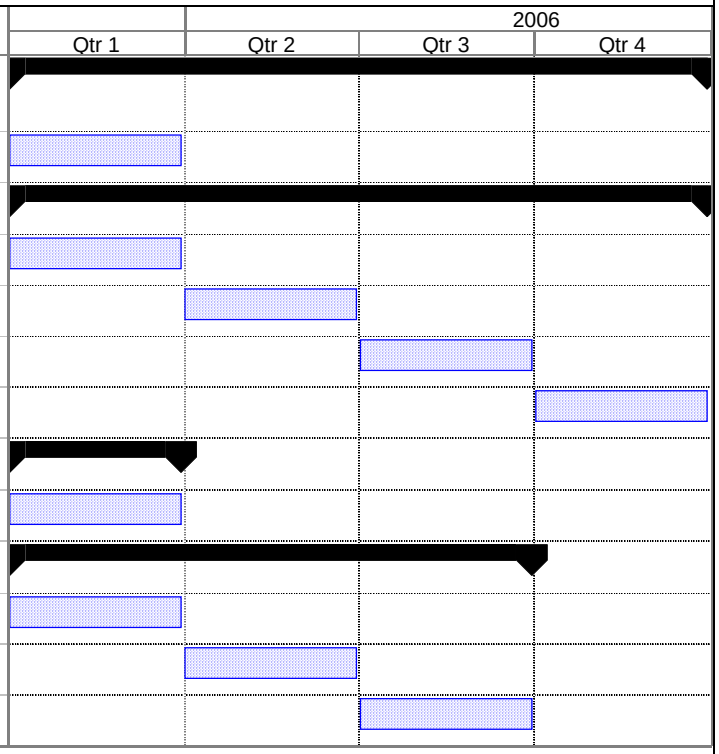


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 6: Develop and Implement Participant Training Program

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
1		***Task 1***	**260 days**	**10/2/05**	**9/28/06**
2	Q1	Hold another iteration of the AUC IT for Non-IT Professionals course for NCJS and JIC management and Judges and senior	65 days	10/2/05	12/29/05
3		Case Management Training	**260 days**	**10/2/05**	**9/28/06**
4	Q1	Continue Case Management training for Judges and staff at Alexandria and Mansoura Courts of First Instance	65 days	10/2/05	12/29/05
5	Q2	Continue Case Management training for Judges and staff at Alexandria and Mansoura Courts of First Instance	65 days	1/1/06	3/30/06
6	Q3	Continue Case Management training for Judges and staff at Alexandria and Mansoura Courts of First Instance	65 days	4/2/06	6/29/06
7	Q4	Continue Case Management training for Judges and staff at Alexandria and Mansoura Courts of First Instance	65 days	7/2/06	9/28/06
8		Change Management	**65 days**	**10/2/05**	**12/29/05**
9	Q1	Finish Change Management training for Judges at Alexandria and Mansoura Courts of First Instance	65 days	10/2/05	12/29/05
10		Basic Computer Skills	**195 days**	**10/2/05**	**6/29/06**
11	Q1	Implement Basic Computer Skills training for court staff	65 days	10/2/05	12/29/05
12	Q2	Implement Basic Computer Skills training for court staff	65 days	1/1/06	3/30/06
13	Q3	Implement Basic Computer Skills training for court staff	65 days	4/2/06	6/29/06

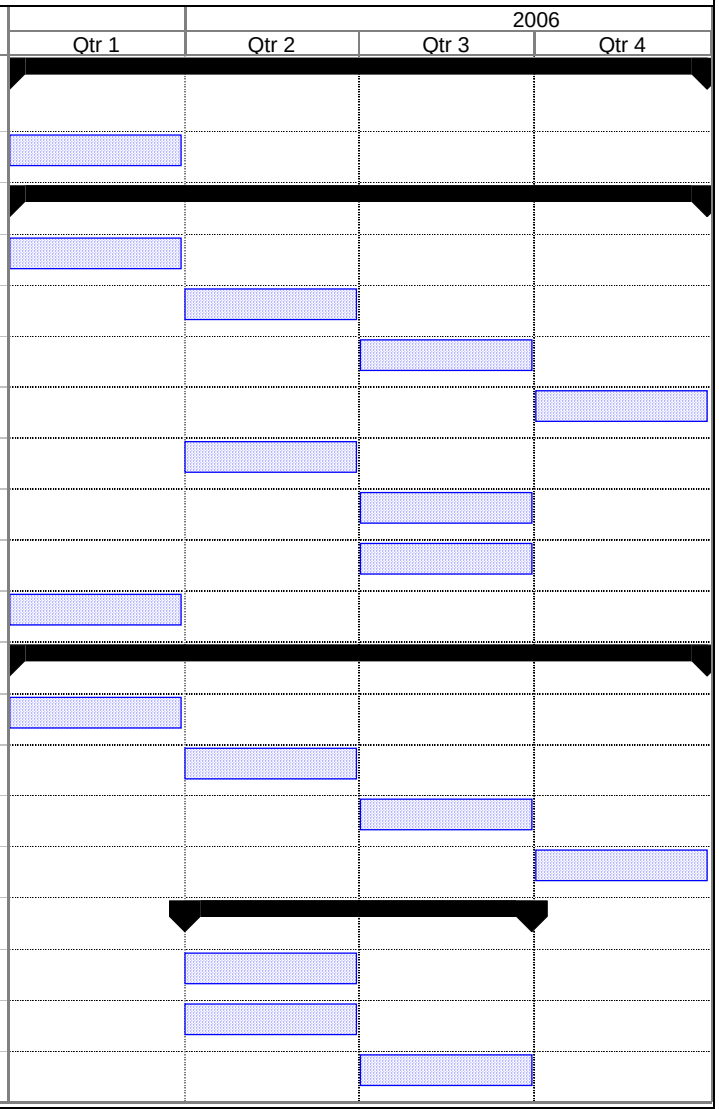


Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 6: Develop and Implement Participant Training Program

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
14		**Task 3**	**260 days**	**10/2/05**	**9/28/06**
15	Q1	Implement enhancement of one NCJS core course, Chief Judges, through incorporation of modules on Judicial Team Building and	65 days	10/2/05	12/29/05
16		**NCJS Staff Training**	**260 days**	**10/2/05**	**9/28/06**
17	Q1	Implement NCJS staff training	65 days	10/2/05	12/29/05
18	Q2	Implement NCJS staff training	65 days	1/1/06	3/30/06
19	Q3	Implement NCJS staff training	65 days	4/2/06	6/29/06
20	Q4	Implement NCJS staff training	65 days	7/2/06	9/28/06
21	Q2	Train NCJS staff on maintenance of their web site	65 days	1/1/06	3/30/06
22	Q3	Train NCJS staff on use and maintenance of the multimedia lab	65 days	4/2/06	6/29/06
23	Q3	Train NCJS staff on the use and maintenance of their database	65 days	4/2/06	6/29/06
24	Q1	Begin preparation for Chief Justices' conference	65 days	10/2/05	12/29/05
25		**Study Tours**	**260 days**	**10/2/05**	**9/28/06**
26	Q1	Evaluate Policy and Education study tour in Y1Q4 and incorporate results into NCJS action plan	65 days	10/2/05	12/29/05
27	Q2	Design NCJS international Judicial Education and Policy study tour	65 days	1/1/06	3/30/06
28	Q3	Continue preparation of NCJS international study tour	65 days	4/2/06	6/29/06
29	Q4	Finalize preparations for NCJS international study tour for Q1 Y3	65 days	7/2/06	9/28/06
30		**NCJS Core Courses**	**130 days**	**1/1/06**	**6/29/06**
31	Q2	Implement one NCJS core course in Intellectual Property	65 days	1/1/06	3/30/06
32	Q2	Implement one NCJS core course in Foreclosure	65 days	1/1/06	3/30/06
33	Q3	Implement one NCJS core course in Banking	65 days	4/2/06	6/29/06

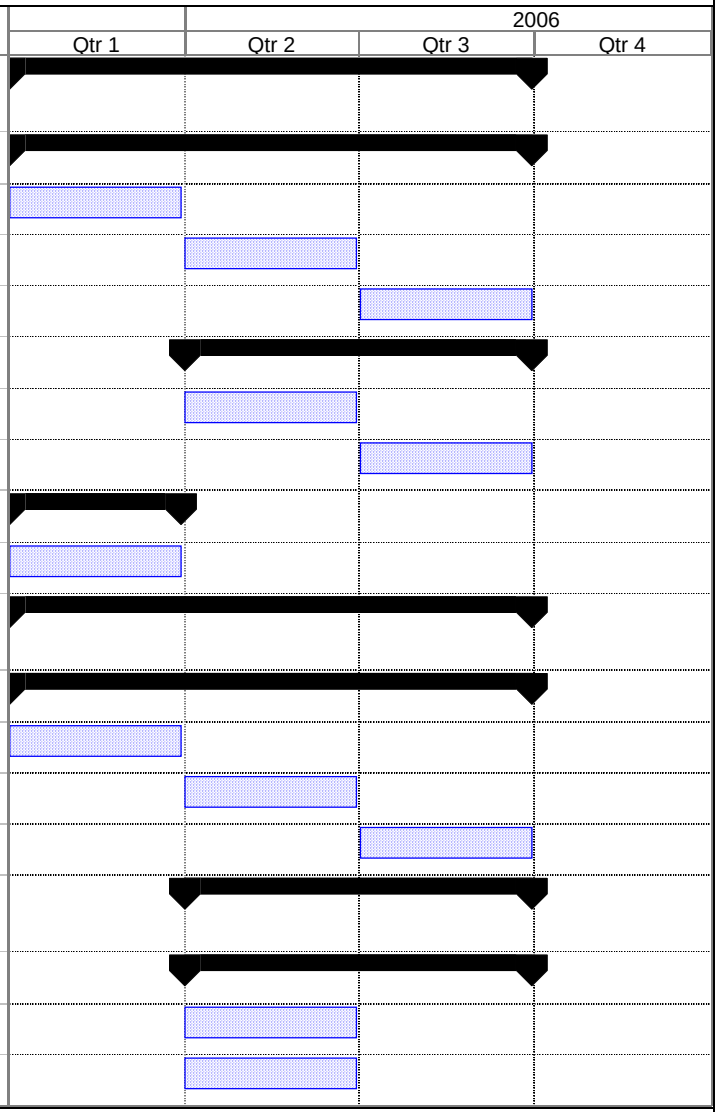


Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 6: Develop and Implement Participant Training Program

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
34		***Task 4***	**195 days**	**10/2/05**	**6/29/06**
35		**Information Science and Technology Program**	**195 days**	**10/2/05**	**6/29/06**
36	Q1	Continue certificate program in Information Science and Technology	65 days	10/2/05	12/29/05
37	Q2	Continue certificate program in Information Science and Technology	65 days	1/1/06	3/30/06
38	Q3	Finish certificate program in Information Science and Technology	65 days	4/2/06	6/29/06
39		**Project Management Training**	**130 days**	**1/1/06**	**6/29/06**
40	Q2	Plan for another Project Management training program for JIC staff	65 days	1/1/06	3/30/06
41	Q3	Implement Project Management training program for JIC	65 days	4/2/06	6/29/06
42		**IT Study Tour**	**65 days**	**10/2/05**	**12/29/05**
43	Q1	Evaluate IT study tour in Y1Q4 and incorporate results into JIC action plan	65 days	10/2/05	12/29/05
44		***Task 5***	**195 days**	**10/2/05**	**6/29/06**
45		**Public Administration**	**195 days**	**10/2/05**	**6/29/06**
46	Q1	Continue certificate program in Public Administration	65 days	10/2/05	12/29/05
47	Q2	Continue certificate program in Public Administration	65 days	1/1/06	3/30/06
48	Q3	Finish certificate program in Public Administration	65 days	4/2/06	6/29/06
49		***Theme1:Gender Integration***	**130 days**	**1/1/06**	**6/29/06**
50		**Study Tours**	**130 days**	**1/1/06**	**6/29/06**
51	Q2	Implement Gender Integration regional study tour to Morocco	65 days	1/1/06	3/30/06
52	Q2	Design Gender Integration international study tour (Sydney, Australia)	65 days	1/1/06	3/30/06



Task | Summary | Rolled Up Progress | Project Summary
Progress | Rolled Up Task | Split | Group By Summary
Milestone | Rolled Up Milestone | External Tasks | Deadline

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Task 6: Develop and Implement Participant Training Program

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

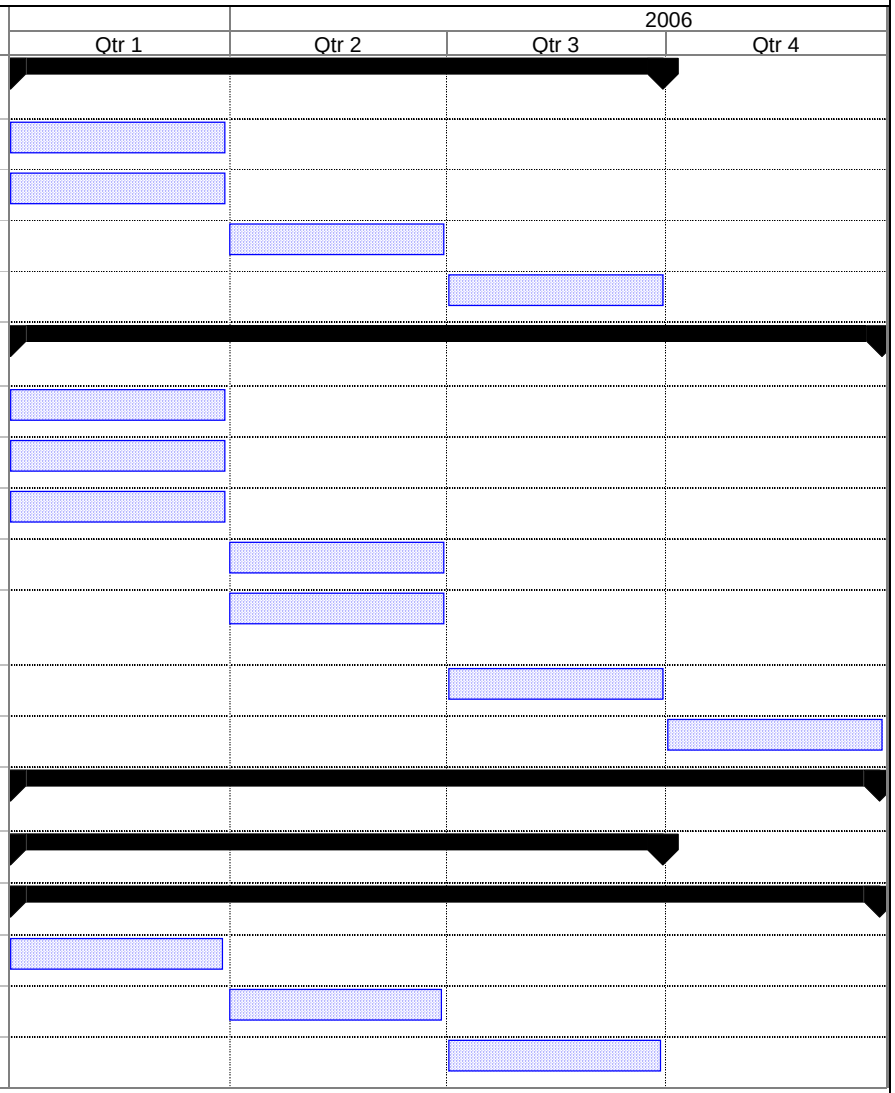
ID	Quarter		Task Name	Duration	Start	Finish		2006		
							Qtr 1	Qtr 2	Qtr 3	Qtr 4
53	Q3		Implement Gender Integration international study tour (Sydney, Australia)	65 days	4/2/06	6/29/06				

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Theme 1: Gender Integration

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start
1		***Gender Integration Assessment***	**195 days**	**10/2/05**
2	Q1	Disseminate assessment findings to the Ministry of Justice and key stakeholders	65 days	10/2/05
3	Q1	Develop action plan for to be presented to the Ministry of Justice	65 days	10/2/05
4	Q2	Initiate working group contact with the key stakeholders to discuss recommendations	65 days	1/1/06
5	Q3	Coordinate with Working Group the follow up on recommendations	65 days	4/2/06
6		***Working Group***	**260 days**	**10/2/05**
7	Q1	Meet with Working Group (1)	65 days	10/2/05
8	Q1	Adjust action plan	65 days	10/2/05
9	Q1	Finalize agenda for study tour to Morocco and identify participants	65 days	10/2/05
10	Q2	Meet with Working Group (2)	65 days	1/1/06
11	Q2	Plan for study tour to International Association of Women's Judges Conference in Australia and identify participants	65 days	1/1/06
12	Q3	Meet with Working Group (3)	65 days	4/2/06
13	Q4	Meet with Working Group (4)	65 days	7/2/06
14		***Public Awareness Activities***	**259 days**	**10/2/05**
15	**To be removed**	Roundtable Discussion	**195 days**	**10/2/05**
18		Monitor women's participation in AOJS II's activities	**259 days**	**10/2/05**
19	Q1	Monitor women's participation in AOJS II's activities	64 days	10/2/05
20	Q2	Continue monitoring women's participation in AOJS II training activities	64 days	1/1/06
21	Q3	Continue monitoring women's participation in AOJS II training activities	64 days	4/2/06



Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Theme 1: Gender Integration

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

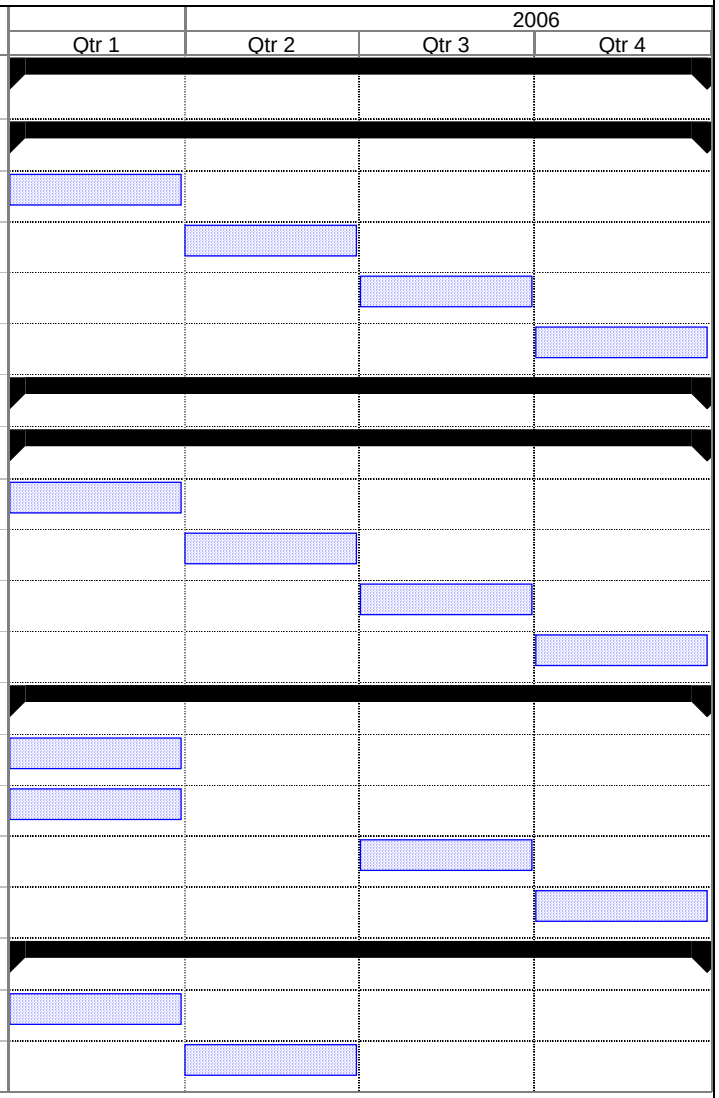
ID	Quarter		Task Name	Duration	Start		2006		
						Qtr 1	Qtr 2	Qtr 3	Qtr 4
22	Q4		Continue monitoring women's participation in AOJS II training activities	64 days	7/2/06				

Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Theme 2: Monitoring and Evaluation

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
1		***Monitoring, Evaluation, and Reporting***	**260 days**	**10/2/05**	**9/28/06**
2		Monitoring	**260 days**	**10/2/05**	**9/28/06**
3	Q1	Monitoring Progress	65 days	10/2/05	12/29/05
4	Q2	Monitoring Progress	65 days	1/1/06	3/30/06
5	Q3	Monitoring Progress	65 days	4/2/06	6/29/06
6	Q4	Monitoring Progress	65 days	7/2/06	9/28/06
7		Evaluation	**260 days**	**10/2/05**	**9/28/06**
8		Impact Assessment	**260 days**	**10/2/05**	**9/28/06**
9	Q1	Develop Impact Assessment Plan for Project Training Activities	65 days	10/2/05	12/29/05
10	Q2	Implement Impact Assessment Plan for Project Training Activities	65 days	1/1/06	3/30/06
11	Q3	Implement Impact Assessment Plan for Project Training Activities	65 days	4/2/06	6/29/06
12	Q4	Implement Impact Assessment Plan for Project Training Activities	65 days	7/2/06	9/28/06
13		Lawyers' Survey & Case Filing Data	**260 days**	**10/2/05**	**9/28/06**
14	Q1	Report on Year 1 Lawyers' Survey in Mansoura Court of First Instance and Case Filing Data	65 days	10/2/05	12/29/05
15	Q1	Conduct baseline Lawyers' Survey in Alexandria Courts of First Instance	65 days	10/2/05	12/29/05
16	Q3	Plan for Year 2 Lawyers' Survey and Case Filing Data collection in both Alexandria and Mansoura Courts of	65 days	4/2/06	6/29/06
17	Q4	Monitor implementation of Year 2 Lawyers' Survey and Case Filing Data collection in both Alexandria and	65 days	7/2/06	9/28/06
18		Reporting	**260 days**	**10/2/05**	**9/28/06**
19	Q1	Prepare Year 1 Annual Progress Report to be submitted to USAID and the MOJ	65 days	10/2/05	12/29/05
20	Q2	Prepare Quarter 1 report to be submitted to USAID and the MOJ	65 days	1/1/06	3/30/06

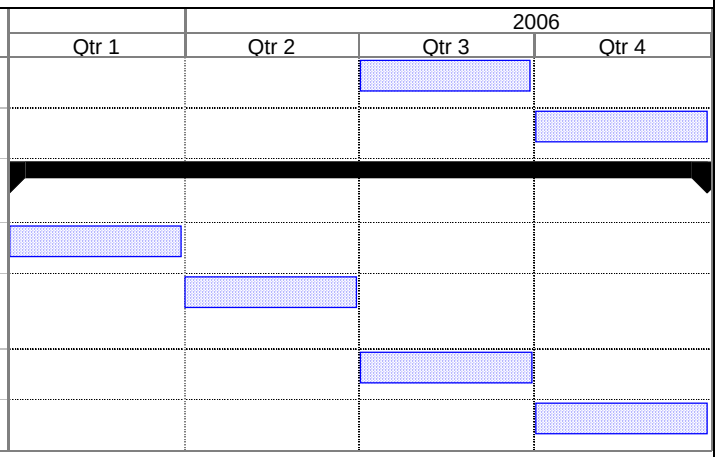


Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

AOJS II Annual Workplan
Year 2 October 1, 2005 - September 30, 2006
Timeline for Project Tasks
Theme 2: Monitoring and Evaluation

2004, 2005 ..: Calendar Year
Year 1, Year 2, ..: Fiscal Year
Q1, Q2, ..: Fiscal Quarters

ID	Quarter	Task Name	Duration	Start	Finish
21	Q3	Prepare Quarter 2 report to be submitted to USAID and the MOJ	64 days	4/2/06	6/28/06
22	Q4	Prepare Quarter 3 report to be submitted to USAID and the MOJ	65 days	7/2/06	9/28/06
23		***M&E Technical Assistance***	**260 days**	**10/2/05**	**9/28/06**
24	Q1	Work with NCJS and JIC on the implementation of their M&E systems	65 days	10/2/05	12/29/05
25	Q2	Provide technical assistance and advanced on-the-job M&E training for the M&E staff within NCJS and JIC on the implementation of their M&E systems	65 days	1/1/06	3/30/06
26	Q3	Monitor the M&E systems within NCJS and JIC	65 days	4/2/06	6/29/06
27	Q4	Monitor the M&E systems within NCJS and JIC	65 days	7/2/06	9/28/06



Task		Summary		Rolled Up Progress		Project Summary	
Progress		Rolled Up Task		Split		Group By Summary	
Milestone		Rolled Up Milestone		External Tasks		Deadline	

Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
1. Task 1: Replicate Court Reforms of AOJS I in Alexandria and Mansoura Courts									
1.1 Alexandria Court									
1.1.1	Strategic Planning Workshop with Working Group	14	14	1	3	Court Mgmt/Senior Staff/NCJS and JIC reps.	AOJS II Team and Short Term Consultant	Q2/05	3,000
1.1.2	Change Management Training for Judges	150	30	5	3	Judges	Cairo Seminar, MEAG, Intex, CDC **	Q2/05	25,000
1.1.3	Change Management Training for Key Court Staff	90	30	3	3	Key Court Staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	17,000
1.1.5	Case Management Training for Judges	150	30	5	3	Judges	Cairo Seminar, MEAG, Intex, CDC **	Q2/05	25,000
1.1.6	Case Management Training for Key Court Staff	90	30	3	3	Key Court Staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	17,000
1.1.8	Basic Computer Skills (Typing and Word Processing)	60	10	6	8	Judges and Key Court Staff	New Horizons, other local providers	Q3/05	7,500
1.1.9	Legal Researcher Pilot Training Program	30	30	1	10	Newly Appointed Legal Researchers	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	3,000

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Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
1.2 Mansoura Court									
1.2.1	Strategic Planning Workshop with Working Group	14	14	1	3	Court Mgmt/Senior Staff/NCJS and JIC reps.	AOJS II Team and Short Term Consultant	Q2/05	3,000
1.2.2	Change Management Training for Judges	30	15	2	3	Judges	Cairo Seminar, MEAG, Intex, CDC **	Q2/05	5,500
1.2.3	Change Management Training for Key Court Staff	30	30	1	3	Key Court Staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	6,000
1.2.4	Case Management Training for Judges	30	30	1	3	Judges	Cairo Seminar, MEAG, Intex, CDC **	Q2/05	6,000
1.2.5	Case Management Training for Key Court Staff	30	30	1	3	Key Court Staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	6,000
1.2.6	Basic Computer Skills (Typing and Word Processing)	30	10	3	8	Judges and Key Court Staff	New Horizons, other local providers	Q4/05	4,000
3. Task 3: Strengthen Administrative Capacity of NCJS:									
3.1	Strategic Planning Workshop with Working Group	10	10	1	3	NCJS Management and Key Personnel	AOJS II Team and Short Term Consultant	Q2/05	2,000
3.2	**Use of Technology in the Delivery of Judicial Training**								
3.2.1	**Utilization of Multi-Media Equipment**								

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Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
3.2.1.1	Training in Utilization of Multi-Media Equipment - First Iteration	10	10	1	5	NCJS Technical staff	New Horizons, other local providers	Q4/05	1,700
3.3	**Curriculum Development and Training Delivery**								
3.3.2	**Training of Trainers**								
3.3.2.1	Training of Trainers - First Iteration	20	20	1	10	NCJS Faculty	Cairo Seminar, MEAG, Intex, CDC **	Q3/05	2,800
3.4	**Administratively Manage and Train NCJS Administrative and Technical Staff**								
3.4.4.1	HR Course 1	20	20	1	5	NCJS staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	4,500
3.4.4.2	HR Course 2	20	20	1	5	NCJS staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	4,500
4. Task 4: Strengthen JIC:									
4.1	Strategic Planning Workshop with Working Group	25	25	1	3	JIC Management and Key Personnel	AOJS II Team and Short Term Consultant	Q1/05	4,200
4.2	**Managerial Capacity Building**								
4.2.1	Project Management Institute Body of Knowledge Training	10	10	1	21	JIC Management and Key Personnel	AMIDEAST	Q2-Q4/05	20,000

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Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
4.3	**Technology Capacity Building**								
4.3.7	**Software Quality Training**								
4.3.7.1	Software Quality Training	5	5	1	5	JIC Technical Staff	Intercom/Local Provider	Q4/05	2,250
5. Task 5: Strengthen Capacity of MOJ									
5.1	Strategic Planning Workshop with Working Group	20	20	1	3	MOJ Senior Level Counselors	AOJS II Team and Short Term Consultant	Q2/05	3,500
6. Task 6: Develop and Implement a Participant Training Program:									
6.1	**Professional Training:**								
6.1.1.1	Continuing Judicial Education Courses - First Course	40	40	1	5	Judges	NCJS	Q4/05	4,000
6.2	**Overseas Training Programs (Duration in weeks)**								
6.2.1	Observational Study Tour for MOJ and Key PSC Members	10	10	1	2	MOJ Officials	NCSC	Q4/05	125,000
6.2.2	9th Court Technology Conference and Study Tour	10	10	1	2	JIC Management and Technical Staff	NCSC	Q4/05	125,000
6.2.3	Regional Observational Study Tour on Gender Issues	10	10	1	2	MOJ Officials	AAW	Q4/05	90,000

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Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
6.3	**Technology Training**								
6.3.1	**Information Science and Technology Courses**								
6.3.1.1	Curriculum and Management Databases	10	10	1	20	MOJ Officials and Courts staff	AUC	Q3/05	15,000
6.3.2	**IT for Non-IT Executives**								
6.3.2.1	IT for Non-IT Executives - First Iteration	10	10	1	10	MOJ and senior institutional staff	Cairo Seminar, MEAG, Intex, CDC **	Q4/05	7,500
6.4	**Administration and Management Training**								
6.4.1	**Public Administration**								
6.4.1.1	Introduction to Public Administration Course	20	20	1	10	MOJ and senior institutional staff	AUC	Q3/05	15,000
6.4.1.2	Strategic Planning and Policy-making	20	20	1	10	MOJ and senior institutional staff	AUC	Q4/05	15,000
6.4.4	Annual Chief Justices Conference	22	22	1	3	Courts of First Instance Chief Justices	Cairo Seminar, MEAG, Intex, CDC **	Q3/05	7,500

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Administration of Justice Support Project II (AOJS II)
Project Year One Training Plan

Training Plan Ref. # *	Description	Total No. of Participants	Target/ Course	No. of Iterations	Course Duration (Days)	Type of Participants	Potential Training Institutions	Proposed Timing	Estimated Cost in USD
7. Gender Strategy									
7.2	**Gender Integration - Training and Education Programs**								
7.2.1	NGO Network Training	180	30	6	3	NGO-Network members	AAW	Q4/05	40,000
8. AOJS II Monitoring and Evaluation									
8.1	**Basic Course on M&E Methodologies**								
8.1.1	Basic Course on M&E Methodologies - First Iteration	15	15	1	5	MOJ, NCJS, and JIC selected personnel	AOJS II Project	Q3/05	1,000
8.2	**Advanced Course on M&E Methodologies**								
8.2.1	Advanced Course on M&E Methodologies - First Iteration	15	15	1	5	MOJ, NCJS, and JIC selected personnel	AOJS II Project	Q3/05	1,000
								Total Estimated Cost in USD	619,450

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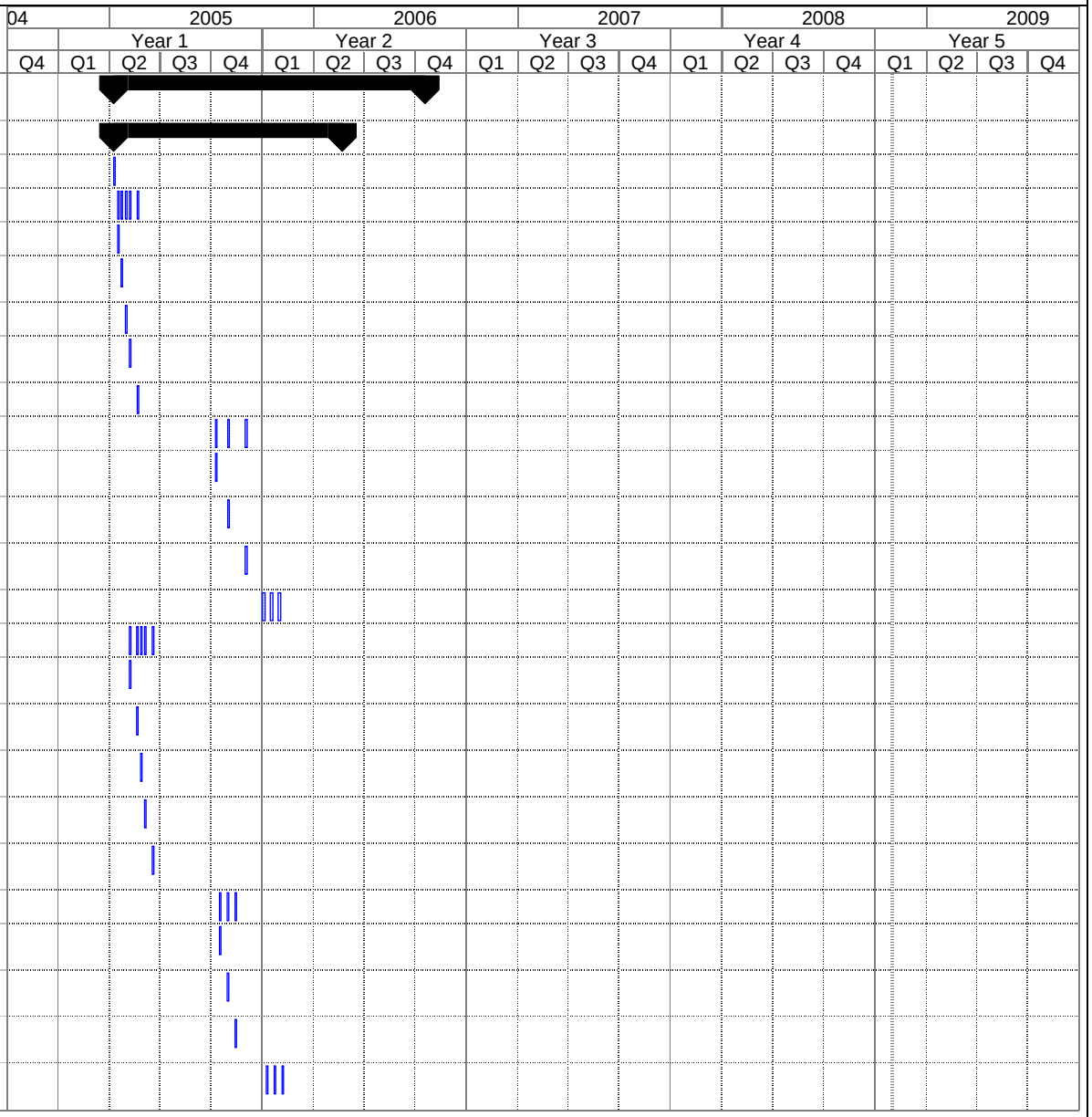
Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID	Task Name	Duration
1	**1 Task 1: Replicate Court Reforms Implemented in AOJS I in Alexandria and Mansoura Courts:**	**478 days**
2	**1.1 Alexandria Court**	**351 days**
3	1.1.1 Strategic Planning Workshop with Working Group	3 days
4	**1.1.2 Change Management for judges**	**33 days**
5	1.1.2.1 Change Management for Judges - First iteration	3 days
6	1.1.2.2 Change Management for Judges - Second iteration	3 days
7	1.1.2.3 Change Management for Judges - Third iteration	3 days
8	1.1.2.4 Change Management for Judges - Fourth iteration	3 days
9	1.1.2.5 Change Management for Judges - Fifth iteration	3 days
10	**1.1.3 Change Management for key court staff**	**49 days**
11	1.1.3.1 Change Management for key court staff - First iteration	3 days
12	1.1.3.2 Change Management for key court staff - Second iteration	3 days
13	1.1.3.3 Change Management for key court staff - Third iteration	3 days
14	**1.1.4 Change Management for judges and key court staff**	**29 days**
18	**1.1.5 Case Management for judges**	**38 days**
19	1.1.5.1 Case Management Program for Judges - First iteration	3 days
20	1.1.5.2 Case Management Program for Judges - Second iteration	3 days
21	1.1.5.3 Case Management Program for Judges - Third iteration	3 days
22	1.1.5.4 Case Management Program for Judges - Fourth iteration	3 days
23	1.1.5.5 Case Management Program for Judges - Fifth iteration	3 days
24	**1.1.6 Case Management for key court staff**	**27 days**
25	1.1.6.1 Case Management Program for Judges and key court staff - First iteration	3 days
26	1.1.6.2 Case Management Program for Judges and key court staff - Second iteration	3 days
27	1.1.6.3 Case Management Program for Judges and key court staff - Third iteration	3 days
28	**1.1.7 Case Management for judges and key court staff**	**27 days**

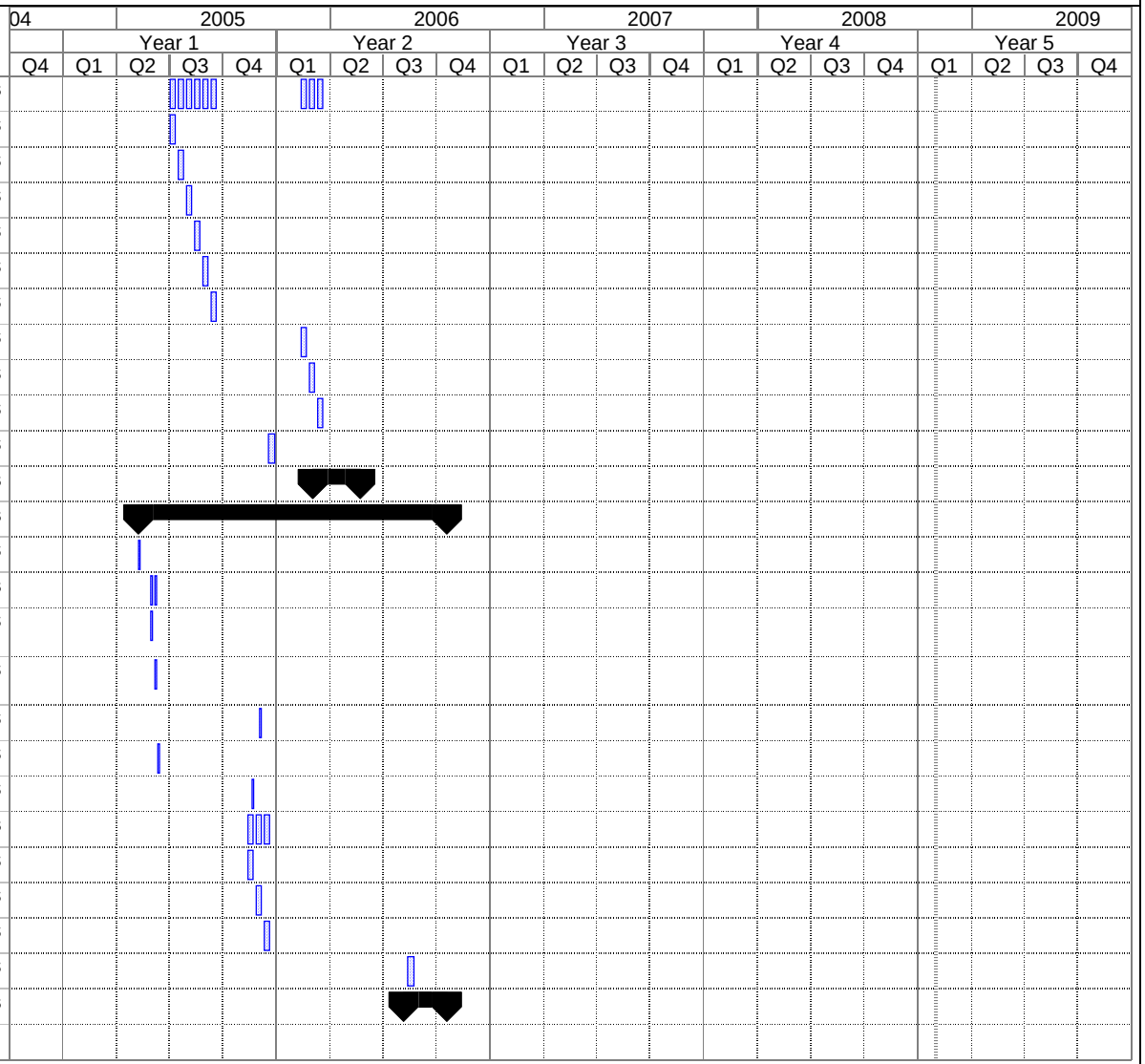


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID	Task Name	Duration
32	**1.1.8 Basic Computer Skills Training**	**224 days**
33	1.1.8.1 Basic Computer Skills Training 1	8 days
34	1.1.8.2 Basic Computer Skills Training 2	8 days
35	1.1.8.3 Basic Computer Skills Training 3	8 days
36	1.1.8.4 Basic Computer Skills Training 4	8 days
37	1.1.8.5 Basic Computer Skills Training 5	8 days
38	1.1.8.6 Basic Computer Skills Training 6	8 days
39	1.1.8.7 Basic Computer Skills Training 7	8 days
40	1.1.8.8 Basic Computer Skills Training 8	8 days
41	1.1.8.9 Basic Computer Skills Training 9	8 days
42	1.1.9 Legal Researcher pilot training program	10 days
43	**1.1.10 Training on Enhanced CMA Application**	**70 days**
47	**1.2 Mansoura Court**	**452 days**
48	1.2.1 Strategic Planning Workshop with Working Group	3 days
49	**1.2.2 Change Management Training for judges**	**9 days**
50	1.2.2.1 Change Management Training for judges - First iteration	3 days
51	1.2.2.2 Change Management Training for judges - Second iteration	3 days
52	1.2.3 Change Management Training for key court staff	3 days
53	1.2.4 Case Management Training for judges	3 days
54	1.2.5 Case Management Training for key court staff	3 days
55	**1.2.6 Basic Computer Skills Training**	**32 days**
56	1.2.6.1 Basic Computer Skills Training 1	8 days
57	1.2.6.2 Basic Computer Skills Training 2	8 days
58	1.2.6.3 Basic Computer Skills Training 3	8 days
59	1.2.7 Begin Legal Researcher program	10 days
60	**1.2.8 Training on Enhanced CMA Application**	**64 days**
64		

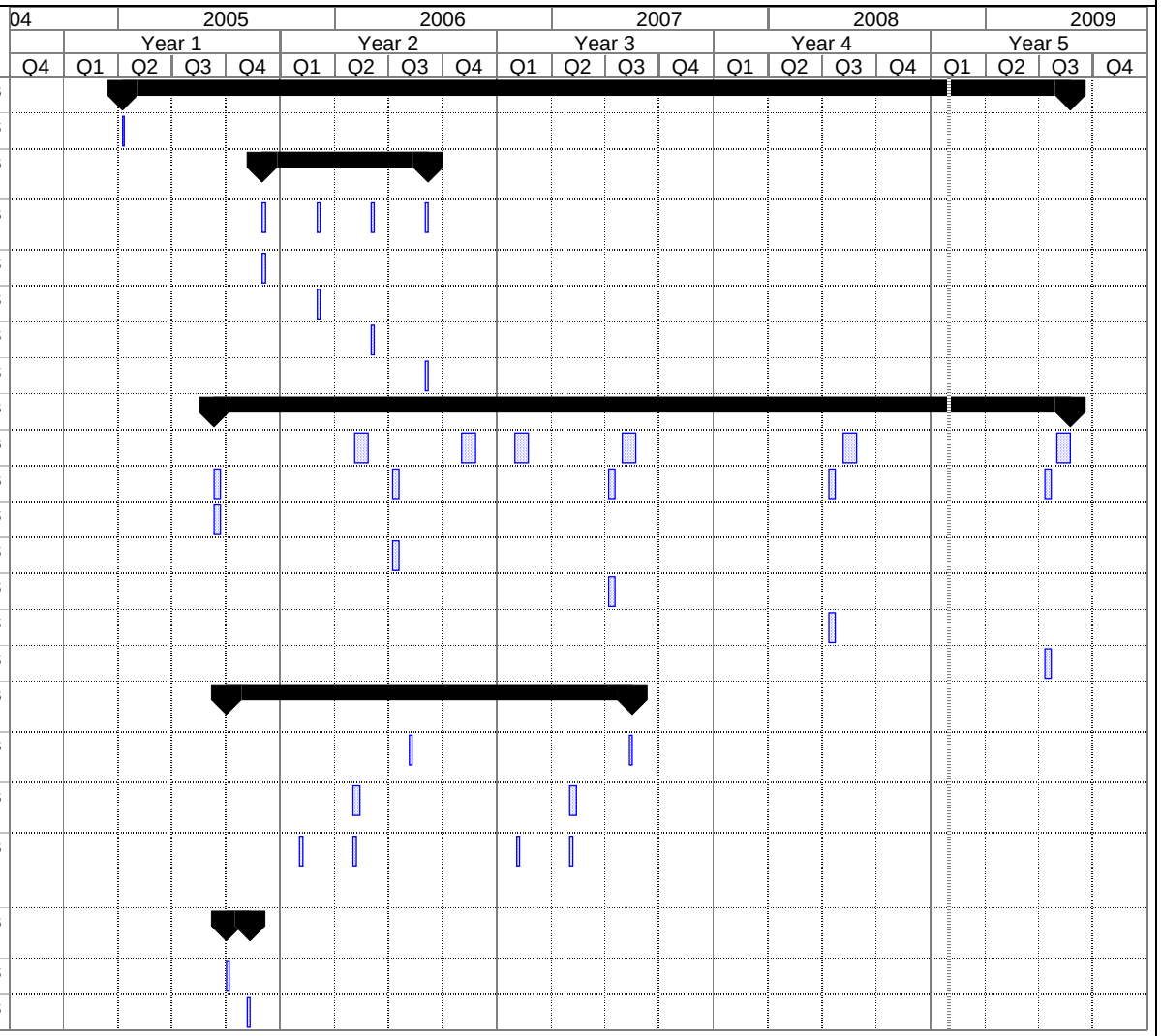


Task | Milestone | External Tasks
Split | Summary | External Milestone
Progress | Project Summary | Deadline

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID	Task Name	Duration
65	**3 Task 3: Strengthen Administrative Capacity of NCJS**	**1369 days**
66	3.1 Strategic Planning Workshop with Working Group	3 days
67	**3.2 Use of Technology in the Delivery of Judicial Training**	**240 days**
68	**3.2.1 Training on utilization of multi-media equipment**	**240 days**
69	3.2.1.1 Training on utilization of multi-media equipment 1	5 days
70	3.2.1.2 Training on utilization of multi-media equipment 2	5 days
71	3.2.1.3 Training on utilization of multi-media equipment 3	5 days
72	3.2.1.4 Training on utilization of multi-media equipment 4	5 days
73	**3.3 Curriculum Development and Training Delivery**	**1237 days**
74	**3.3.1 Court Clerk Certification training program**	**1034 days**
81	**3.3.2 Training of Trainers**	**1210 days**
82	3.3.2.1 Training of Trainers 1	10 days
83	3.3.2.2 Training of Trainers 2	10 days
84	3.3.2.3 Training of Trainers 3	10 days
85	3.3.2.4 Training of Trainers 4	10 days
86	3.3.2.5 Training of Trainers 5	10 days
87	**3.4 Administratively Manage and Train NCJS Administrative and Technical Staff**	**587 days**
88	**3.4.1 Train NCJS librarians to conduct basic legal research**	**323 days**
91	**3.4.2 Train NCJS staff on marketing and promoting their services to courts, judges and experts**	**323 days**
94	**3.4.3 Train NCJS staff in electronic resources (email, databases, etc.) and encourage staff utilization of electronic tools**	**395 days**
99	**3.4.4 Possible Human Resources Management Training as per needs assessment**	**35 days**
100	3.4.4.1 HR Course 1	5 days
101	3.4.4.2 HR Course 2	5 days

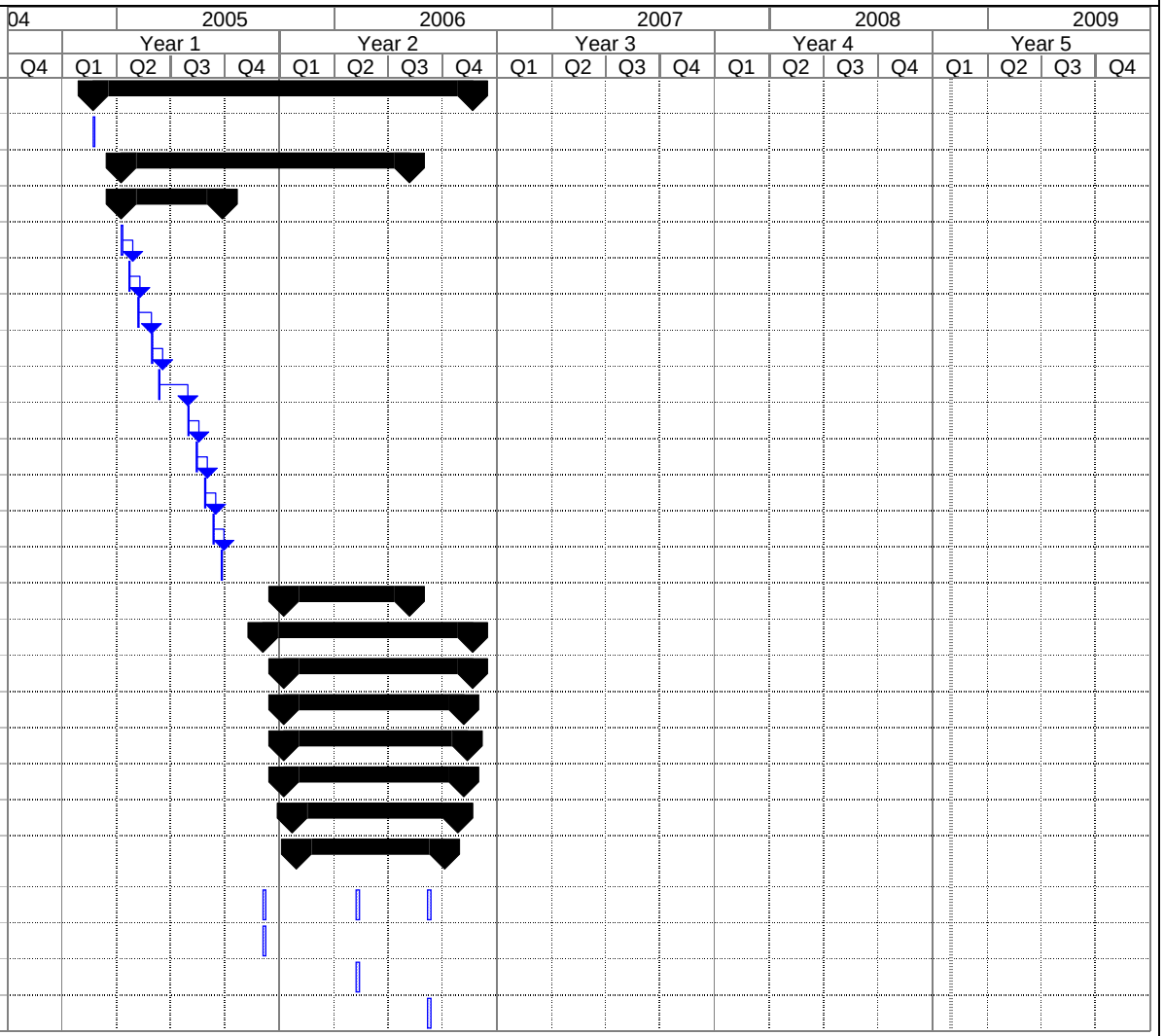


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID	Task Name	Duration
102	**4 Task #4: Strengthen JIC**	**546 days**
103	4.1 Strategic Planning Workshop with Working Group	3 days
104	**4.2 Managerial Capacity Building**	**415 days**
105	**4.2.1 Project Management (PMI) Class**	**146 days**
106	4.2.1.1 Introduction to Project Management	3 days
107	4.2.1.2 Project Integration Management	2 days
108	4.2.1.3 Project Scope Management	2 days
109	4.2.1.4 Project Time Management	2 days
110	4.2.1.5 Project Cost Management	2 days
111	4.2.1.6 Project Quality Management	2 days
112	4.2.1.7 Project Human Resources Management	2 days
113	4.2.1.8 Project Communication Management	2 days
114	4.2.1.9 Project Risk Management	2 days
115	4.2.1.10 Project Procurement Management	2 days
116	**4.2.2 IT Strategic Planning & Audit Courses**	**181 days**
121	**4.3 Technology Capacity Building**	**302 days**
122	**4.3.1 IBM Rational Enterprise Suite**	**272 days**
130	**4.3.2 DB2 Training**	**259 days**
136	**4.3.3 WebSphere Training**	**264 days**
143	**4.3.4 UNIX Training**	**259 days**
149	**4.3.5 IT Systems Management Training Program**	**239 days**
154	**4.3.6 Enterprise Systems Management Training Program**	**214 days**
160	**4.3.7 Software Quality Training**	**242 days**
161	4.3.7.1 Software Quality Training - First iteration	5 days
162	4.3.7.2 Software Quality Training - Second iteration	5 days
163	4.3.7.3 Software Quality Training - Third iteration	5 days

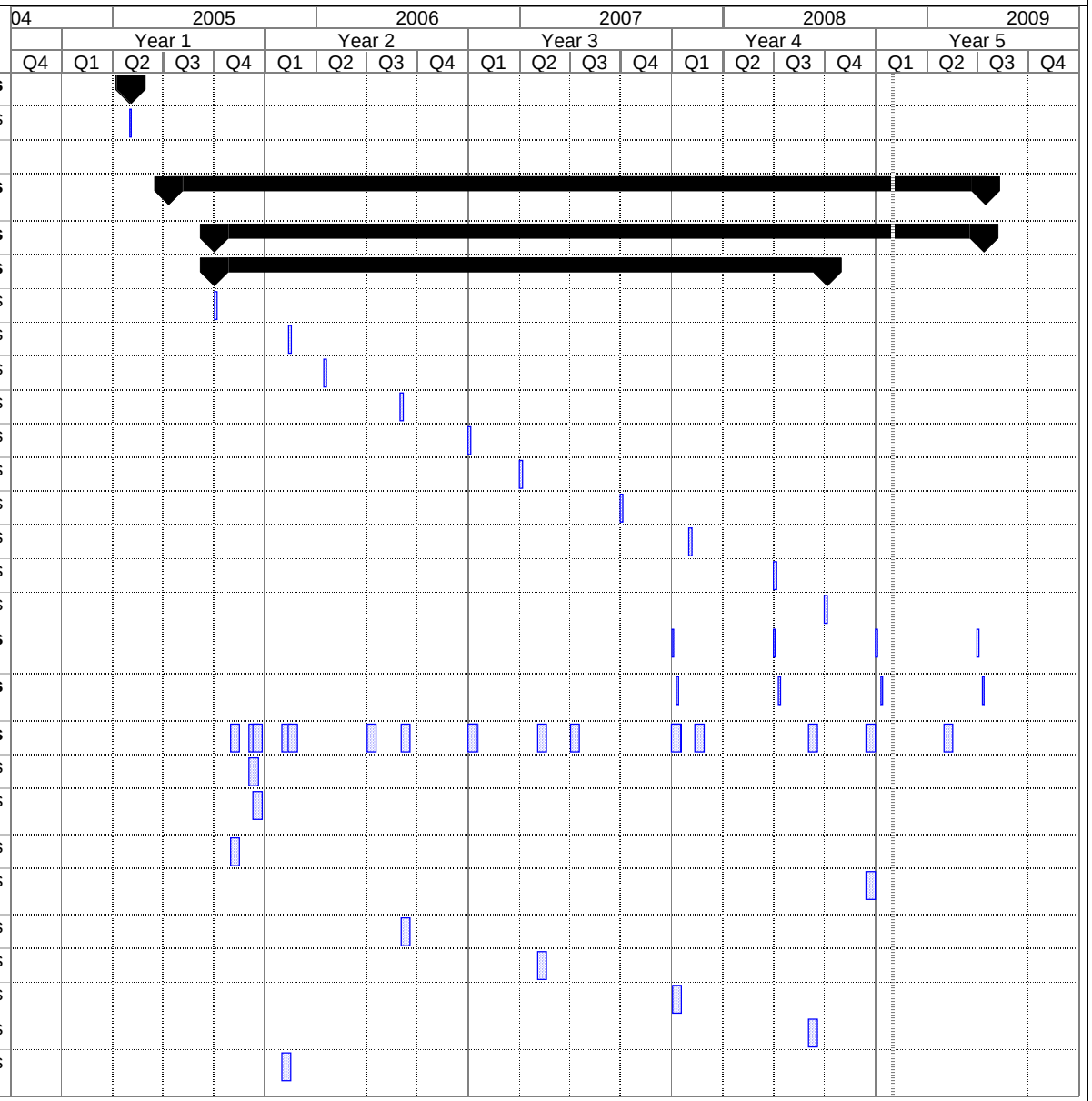


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID		Task Name	Duration
164		**5 Task 5: Strengthen Capacity of MOJ**	**3 days**
165		5.1 Strategic Planning Workshop with Working Group	3 days
166			
167		**6 Task 6: Develop and Implement a Participant Training Program**	**1257 days**
168		**6.1 Professional Training**	**1184 days**
169		**6.1.1 Continuing Judicial Education Courses**	**943 days**
170		6.1.1.1 Continuing Judicial Education course 1	5 days
171		6.1.1.2 Continuing Judicial Education course 2	5 days
172		6.1.1.3 Continuing Judicial Education course 3	5 days
173		6.1.1.4 Continuing Judicial Education course 4	5 days
174		6.1.1.5 Continuing Judicial Education course 5	5 days
175		6.1.1.6 Continuing Judicial Education course 6	5 days
176		6.1.1.7 Continuing Judicial Education course 7	5 days
177		6.1.1.8 Continuing Judicial Education course 8	5 days
178		6.1.1.9 Continuing Judicial Education course 9	5 days
179		6.1.1.10 Continuing Judicial Education course 10	5 days
180		**6.1.2 Train MOJ and related institutional staff in change management**	**472 days**
185		**6.1.3 Offer case management training to judges and selected court staff**	**473 days**
190		**6.2 Overseas Training Programs**	**1111 days**
191		6.2.1 Program for MOJ and key PSC members	15 days
192		6.2.2 9th Court Technology Conference and study tour	15 days
193		6.2.3 Regional Observational Study Tour on Gender Issues	14 days
194		6.2.4 10th Court Technology Conference and study tour	15 days
195		6.2.5 Observational Study Tour on Gender Issues 1	14 days
196		6.2.6 Observational Study Tour on Gender Issues 2	14 days
197		6.2.7 Observational Study Tour on Gender Issues 3	14 days
198		6.2.8 Observational Study Tour on Gender Issues 4	14 days
199		6.2.9 Professional training program for MOJ and related institutional staff 1	14 days

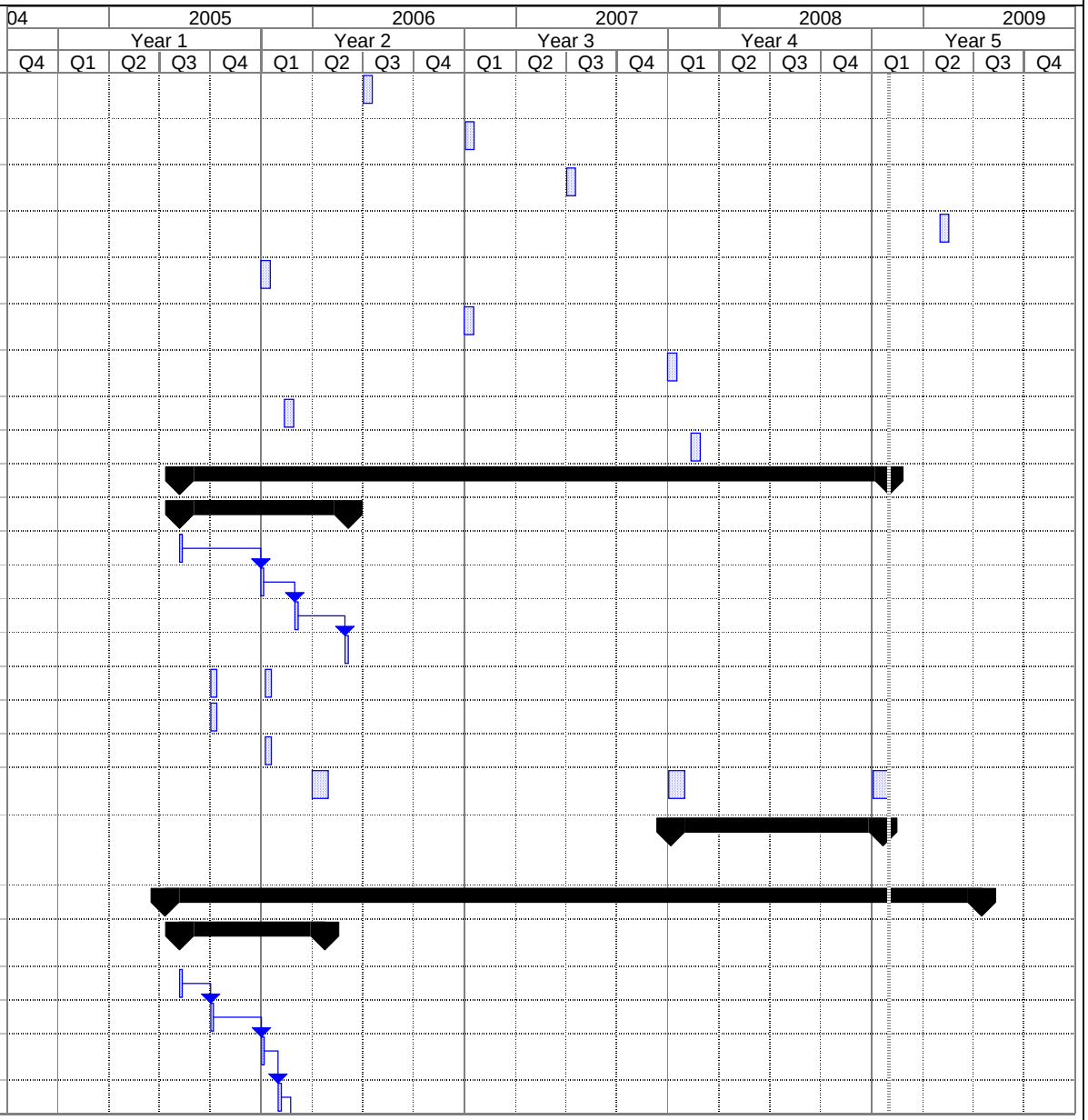


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID	Task Name	Duration
200	6.2.10 Professional training program for MOJ and related institutional staff 2	14 days
201	6.2.11 Professional training program for MOJ and related institutional staff 3	14 days
202	6.2.12 Professional training program for MOJ and related institutional staff 4	14 days
203	6.2.13 Professional training program for MOJ and related institutional staff 5	14 days
204	6.2.14 Management Program for MOJ and related institutional staff 1	15 days
205	6.2.15 Management Program for MOJ and related institutional staff 2	15 days
206	6.2.16 Management Program for MOJ and related institutional staff 3	15 days
207	6.2.17 Technology Training Program 1	15 days
208	6.2.18 Technology Training Program 2	15 days
209	**6.3 Technology Training**	**1092 days**
210	**6.3.1 Information Science and Technology Courses**	**260 days**
211	6.3.1.1 Curriculum and Management of Databases	5 days
212	6.3.1.2 Internet Services	5 days
213	6.3.1.3 Information Systems Design	5 days
214	6.3.1.4 Information Transfer and the Legal Profession	5 days
215	**6.3.2 IT for non-IT Executives**	**94 days**
216	6.3.2.1 IT for non-IT Executives - First iteration	10 days
217	6.3.2.2 IT for non-IT Executives - Second iteration	10 days
218	**6.3.3 Train Court staff in DB2 platform and associated applications**	**888 days**
222	**6.3.4 Conduct computer and application training for court staff, including judges, court clerks, department supervisors and typing pool staff**	**327 days**
225	**6.4 Administration and Management Training**	**1257 days**
226	**6.4.1 Train MOJ and related institutional staff in public administration**	**224 days**
227	6.4.1.1 Introduction to Public Administration Course	5 days
228	6.4.1.2 Strategic Planning and Policy Making	5 days
229	6.4.1.3 Team Building and Human Resources Management	5 days
230	6.4.1.4 Excellence in Public Administration	5 days

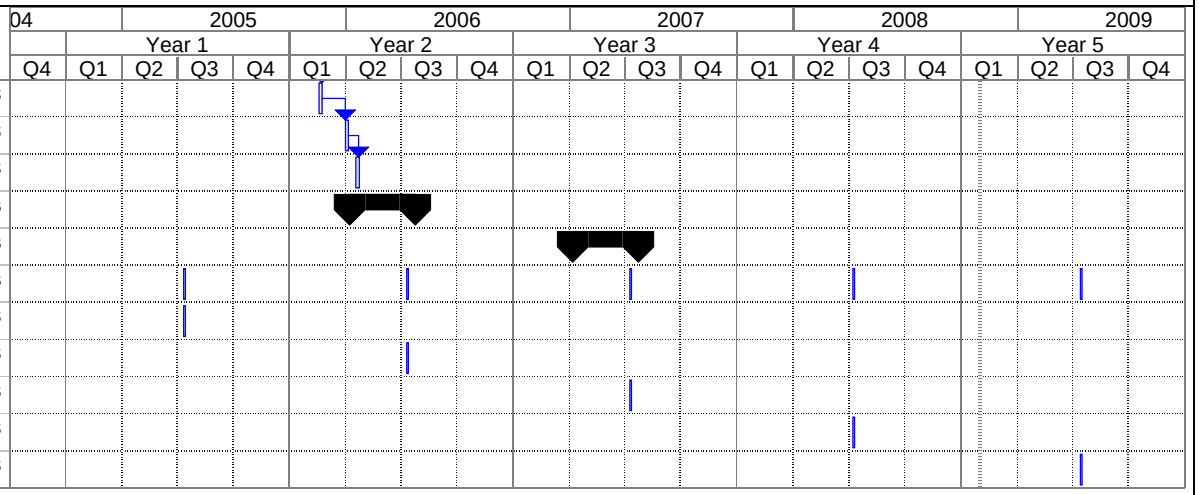


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID		Task Name	Duration
231		6.4.1.5 Productivity in Public Administration	5 days
232		6.4.1.6 Public Administration in the Information Age	5 days
233		6.4.1.7 Media Relations for the Public Administration	5 days
234		**6.4.2 Project Management (PMI) Class**	**92 days**
245		**6.4.3 Project Management (PMI) Class**	**92 days**
256		**6.4.4 Annual Chief Justices Conference**	**1257 days**
257		6.4.4.1 Annual Chief Justices Conference 1	3 days
258		6.4.4.2 Annual Chief Justices Conference 2	3 days
259		6.4.4.3 Annual Chief Justices Conference 3	3 days
260		6.4.4.4 Annual Chief Justices Conference 4	3 days
261		6.4.4.5 Annual Chief Justices Conference 5	3 days

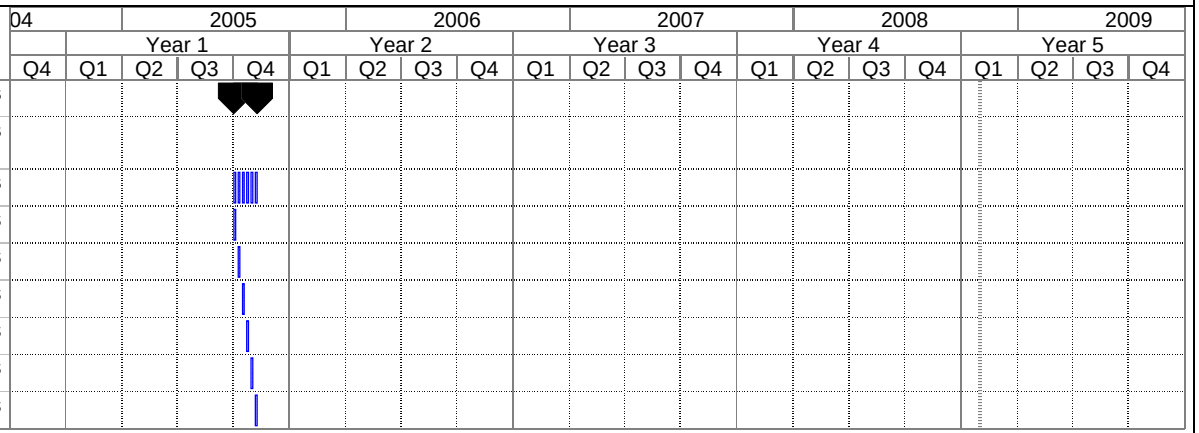


Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

ID		Task Name	Duration
262		**7 Gender Strategy**	**33 days**
263		**7.1 Women Participation in the judiciary - training and education programs**	**33 days**
264		**7.1.1 NGO-Network Training**	**33 days**
265		7.1.1.1 NGO-Network Training 1	3 days
266		7.1.1.2 NGO-Network Training 2	3 days
267		7.1.1.3 NGO-Network Training 3	3 days
268		7.1.1.4 NGO-Network Training 4	3 days
269		7.1.1.5 NGO-Network Training 5	3 days
270		7.1.1.6 NGO-Network Training 6	3 days

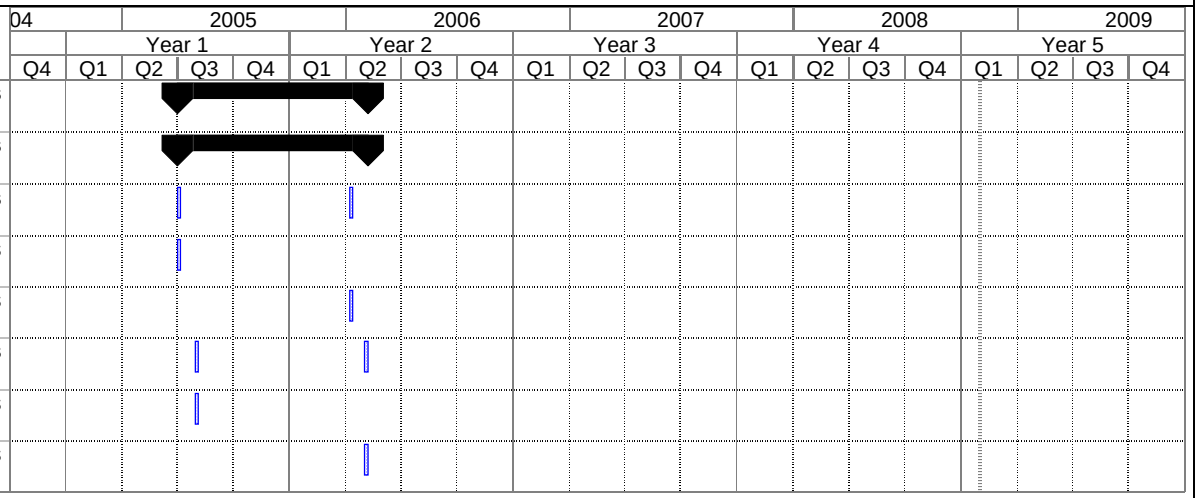


Task	Milestone	External Tasks	
Split	Summary	External Milestone	
Progress	Project Summary	Deadline	

Administration of Justice Support II Project
AOJS II
Timeline for Training Activities

2004, 2005..: Calendar Year
Year1, Year2...: Fiscal Year
Q1, Q2..: Fiscal Quarters

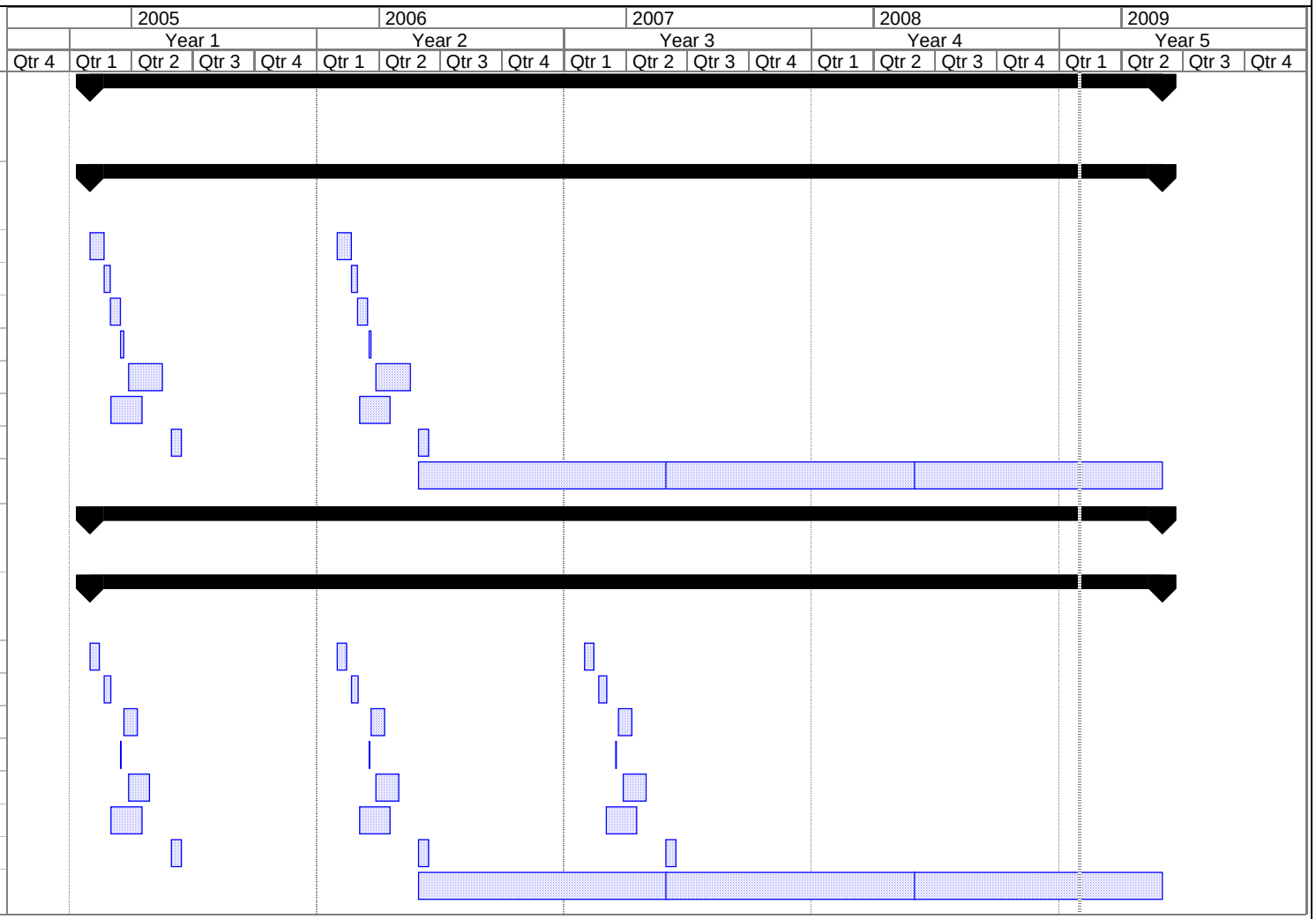
ID		Task Name	Duration
271		**8 AOJS II Monitoring and Evaluation**	**267 days**
272		**8.1 M&E methodologies**	**267 days**
273		**8.1.1 Basic Course on M&E methodologies**	**246 days**
274		8.1.1.1 Basic Course on M&E methodologies 1	5 days
275		8.1.1.2 Basic Course on M&E methodologies 2	5 days
276		**8.1.2 Advanced course on M&E methodologies**	**242 days**
277		8.1.2.1 Advanced course on M&E methodologies 1	5 days
278		8.1.2.2 Advanced course on M&E methodologies 2	5 days



Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Life of Project Procurement Plan

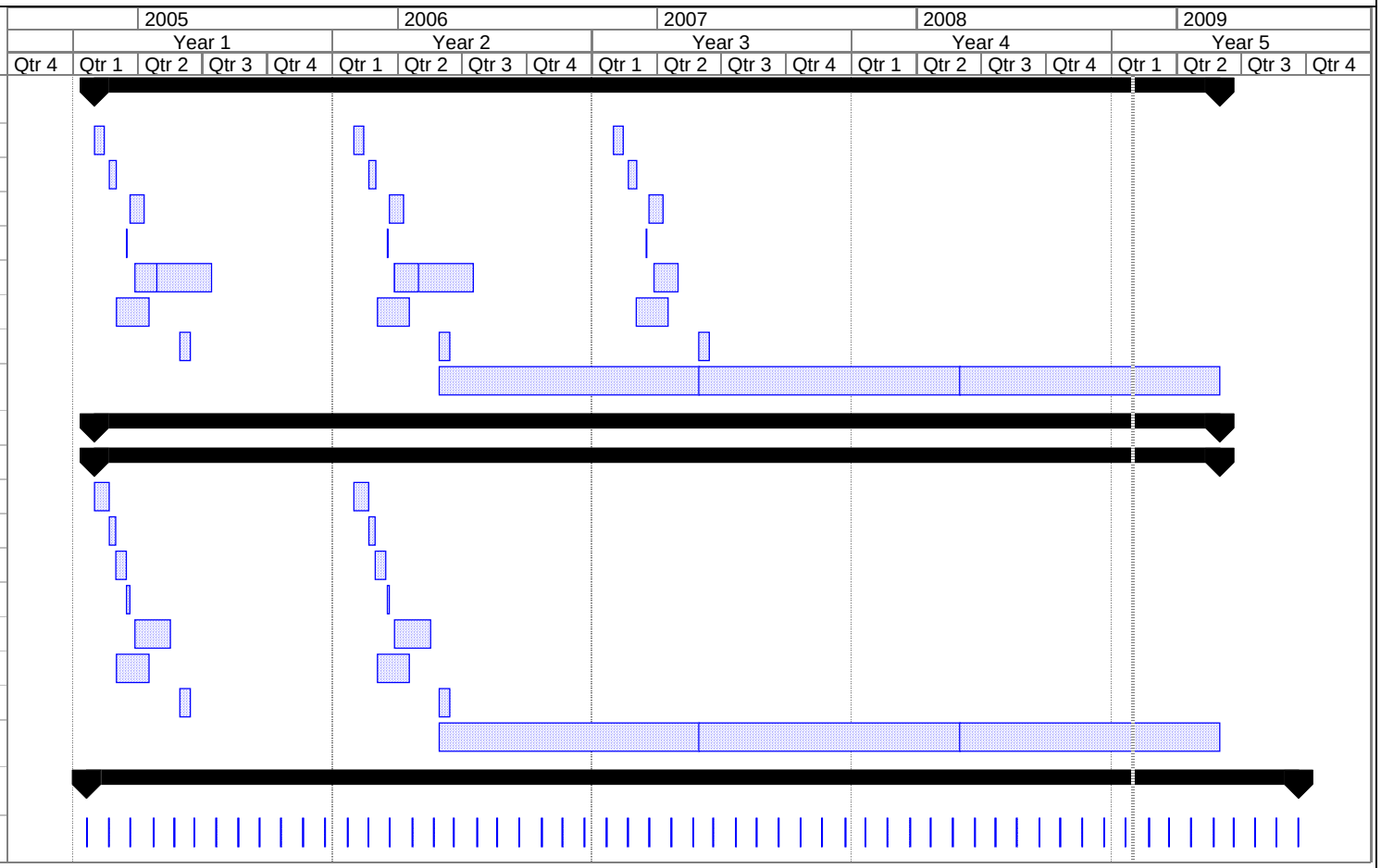
ID		Task Name	Duration
1		**Task 1: Replicate Court Reforms Implemented in AOJS I in Alexandria and Mansoura courts**	**1132 days**
2		**Order hardware and software for Alexandria and Mansoura courts**	**1132 days**
3		Completion of specifications	277 days
6		Advertising the procurement	269 days
9		Evaluation of offers	273 days
12		Award of contract	265 days
15		Shipment date of commodities	299 days
18		Site preparation	295 days
21		Training	272 days
24		Warranty and service maintenance	784 days
28		**Task 3 - Strengthen Administrative Capacity of NCJS**	**1132 days**
29		**Establish multimedia unit and train staff on utilization of equipment**	**1132 days**
30		Completion of specifications	533 days
34		Advertising the procurement	531 days
38		Evaluation of offers	537 days
42		Award of contract	523 days
46		Shipment date of commodities	547 days
50		Site preparation	555 days
54		Training	533 days
58		Warranty and service maintenance	784 days



Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Life of Project Procurement Plan

ID		Task Name	Duration
62		**Order hardware and software**	**1132 days**
63		Completion of specifications	533 days
67		Advertising the procurement	531 days
71		Evaluation of offers	537 days
75		Award of contract	523 days
79		Shipment date of commodities	547 days
85		Site preparation	555 days
89		Training	533 days
93		Warranty and service maintenance	784 days
97		**Task 4 - Strengthen JIC**	**1132 days**
98		**Order hardware and software**	**1132 days**
99		Completion of specifications	277 days
102		Advertising the procurement	269 days
105		Evaluation of offers	273 days
108		Award of contract	265 days
111		Shipment date of commodities	299 days
114		Site preparation	295 days
117		Training	272 days
120		Warranty and service maintenance	784 days
124		**Procure services of short-term consultants**	**1218 days**
125		Task 1 through 6 and Management Task	1218 days



Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

Administration of Justice Support II Project
Contract No.: 263-C-00-04-00028-00

ANNUAL WORK PLAN
COMMODITIES AND SERVICES BUDGET FOR MOJ INSTITUTIONS

Year 1 Equipment Budget

Equipment List, Year 1	Unit Price	Task 1				Task 3		Task 4		GRAND TOTAL	
		Alexandria		Mansoura		NCJS		JIC			
		Qty	Subtotal	Qty	Subtotal	Qty	Subtotal	Qty	Subtotal	QTY	COST
Computer Hardware											
PCs	$1,700	70	119,000	30	51,000	0	0	13	22,100	113	192,100
Hardware Servers	$178,000	0	0	0	0	0	0	2	356,000	2	356,000
Network Printer	$2,000	10	20,000	5	10,000	0	0	0	0	15	30,000
Networking Equipment & LAN	$65,000	1	65,000	0	0	0	0	0	0	1	65,000
Hardware Servers	$35 000	0	0	2	70 000	0	0	0	0	2	70 000
Infrastructure											
Database - UDB Server	$30 000	1	30 000	1	30 000	0	0	1	30 000	3	90 000
Scanner	$5,000	4	20,000	2	10,000	0	$0	2	10,000	8	40,000
Hardware Servers-Help Desk	$20 000	0	0	0	0	0	0	1	20 000	1	20 000
Hardware Servers	$35,000	0	0	2	70,000	0	$0	0	0	2	70,000
Networking Equipment & LAN	$53,000	0	0	1	53,000	0	$0	0	0	1	53,000
Hardware Servers	$10,000	0	0	0	0	1	$10,000	1	10,000	2	20,000
Hardware Servers	$5,000	0	0	0	0	1	$5,000	4	20,000	5	25,000
Hardware Servers for Application testing	$20 000	0	0	0	0	0	$0	2	40 000	2	40 000
PC's	$2,000	0	0	0	0	0	$0	9	18 000	9	18 000
Subtotal (Computer Hardware)			$254 000		$294 000		$15 000		$526 100		$1 089 100
Audiovisual Hardware											
Communication Equipment	$75,000	0	0	0	0	0	0	1	75,000	1	75,000
DVRexRT Professional Work Station	$3,500	0	0	0	0	1	$3,500	0	0	1	3,500
Server Streaming Video	$3,500	0	0	0	0	1	$3,500	0	0	1	3,500
Workstation Digital Production	$4,000	0	0	0	0	1	$4,000	0	0	1	4,000
Video Camera	$4,000	0	0	0	0	1	$4,000	0	0	1	4,000
ECM Shotgun Mic	$400	0	0	0	0	1	$400	0	0	1	400
Hard Shell Case	$250	0	0	0	0	1	$250	0	0	1	250
128 MB Memory Stick	$60	0	0	0	0	5	$300	0	0	5	300
NPF 960 Battery	$150	0	0	0	0	1	$150	0	0	1	150
UWPC1/6264 Wireless Mic	$699	0	0	0	0	1	$699	0	0	1	699
Wide angle lens	$300	0	0	0	0	1	$300	0	0	1	300
Lens Filter Set	$200	0	0	0	0	1	$200	0	0	1	200
On Camera Lighting	$360	0	0	0	0	1	$360	0	0	1	360
Video Tirpot Outfit (BOGEN)	$300	0	0	0	0	1	300	0	0	1	300
Other Lighting	$550	0	0	0	0	3	1 650	0	0	3	1 650
Microphones	$500	0	0	0	0	3	1,500	0	0	3	1,500
Audio Video Cabling	$500	0	0	0	0	1	500	0	0	1	500
Digital Still Camera	$1,389	0	0	0	0	1	1,389	0	0	1	1,389
Wide Angle Lens	$300	0	0	0	0	1	300	0	0	1	300
Tripod	$100	0	0	0	0	1	100	0	0	1	100
Flash	$200	0	0	0	0	1	200	0	0	1	200
Memory	$400	0	0	0	0	1	400	0	0	1	400
Multi-System VCR	$350	0	0	0	0	1	350	0	0	1	350
Audio/Video Mixer	$400	0	0	0	0	1	400	0	0	1	400
DVD/CD Auto Publisher	$4,500	0	0	0	0	1	4,500	0	0	1	4,500
Color Printer	$4,500	0	0	0	0	1	4,500	0	0	1	4,500
Communication Equipment	$20,000	1	20,000	1	20,000	0	0	0	0	2	40,000
Subtotal (Audiovisual Hardware)			20 000		$20 000		$33 748		$75 000		$148 748
TOTAL HARDWARE			**$274,000**		**$314,000**		**$48,748**		**$601,100**		**$1,237,848**
Computer Software											
Infrastructure Software:											
Content Management Solution - 5 users	$6 400	0	0	0	0	0	0	5	32 000	5	32 000
Application Servers - Server Per Processor License	$32,000	0	0	0	0	0	0	1	32,000	1	32,000
Reporting Servers -concurrent users	$3,000	0	0	0	0	0	0	10	30,000	10	30,000
Windows 2003	$600	0	0	0	0	1	600	0	0	1	600
Adobe Video Collection	$1,500	0	0	0	0	1	1,500	0	0	1	1,500
Adobe Creative Suites	$1 200	0	0	0	0	1	1 200	0	0	1	1 200
Macromedia Suite MX	$800	0	0	0	0	1	800	0	0	1	800
Infrastructure Software:											
Content Management Solution - 5 users	$6,400	5	32,000	0	0	0	0	0	0	5	32,000
Application Servers - Server Per Processor License	$43 000	1	43 000	1	43 000	0	0	0	0	2	86 000
Reporting Servers -concurrent users	$3,000	20	60,000	10	30,000	0	0	0	0	30	90,000
Internet Security Solution	$10,000	0	0	0	0	1	70,000	0	0	1	70,000
Help Desk Solution for 8 Users	$4,500	0	0	0	0	0	0	8	36,000	8	36,000
Application testing and Development Tools	$10,000	0	0	0	0	0	0	3	30,000	3	30,000
E-Learning Solution	$68 000	0	0	0	0	1	68 000	0	0	1	68 000
Infrastructure Software											
Content Management Solution	$3 900	0	0	5	19 500	0	0	0	0	5	19 500
Infrastructure Software	$20,000	0	0	0	0	1	20,000	0	0	1	20,000
Subtotal (Computer Software)			**$135,000**		**$92,500**		**$162,100**		**$160,000**		**$549,600**
Procurement Related Services											
Expendable Supplies/Spare Parts	2%		5 480		6 280		975		12 022		24 757
Equipment Installation	10%		27,400		31,400		4,875		60,110		123,785
Shipping	8%		21 920		25 120		3 900		48 088		99 028
Subtotal (Related Services)			**$54,800**		**$62,800**		**$9,750**		**$120,220**		**$247,570**
YEAR 1 TOTAL			**$463,800**		**$469,300**		**$220,598**		**$881,320**		**$2,035,018**

Administration of Justice Support II Project
Contract No. 263-C-00-04-00028-00

Detailed Budget and Pipeline Analysis:

Cost Incurred Analysis per Quarter/Task			Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Management Task	Total in USD
Start-up	Qtr	Aug-Sep 04	0.00	0.00	0.00	0.00	0.00	0.00	511,657.38	511,657.38
Year 1	Qtr 1	Oct-Dec 04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 2	Jan-Mar 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 3	Apr-Jun 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 4	Jul-Sep 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2	Qtr 1	Oct-Dec 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 2	Jan-Mar 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 3	Apr-Jun 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 4	Jul-Sep 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 3	Qtr 1	Oct-Dec 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 2	Jan-Mar 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 3	Apr-Jun 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 4	Jul-Sep 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 4	Qtr 1	Oct-Dec 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 2	Jan-Mar 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 3	Apr-Jun 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 4	Jul-Sep 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 5	Qtr 1	Oct-Dec 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 2	Jan-Mar 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 3	Apr-Jun 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Qtr 4	Jul-Aug 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Amount Expended as of 09/30/04			0.00	0.00	0.00	0.00	0.00	0.00	511,657.38	511,657.38
Life of Project Budget			3,835,393.00	1,765,974.00	3,579,676.00	3,502,065.00	1,091,427.00	3,260,910.00	6,378,711.00	23,414,156.00
Funds Remaining			3,835,393.00	1,765,974.00	3,579,676.00	3,502,065.00	1,091,427.00	3,260,910.00	5,867,053.62	22,902,498.62