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ADMINISTRATION OF CRIMINAL  
JUSTICE PROJECT

# ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

## ANNUAL PROGRESS REPORT

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008



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# ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

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

Cover: The cover photo shows public prosecutors at a training on right to counsel and human rights issues in March 2008.

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



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## LIST OF ACRONYMS

AMC	Amiral Management Corporation
AOCJ	Administration of Criminal Justice Project
COP	Chief of Party
EWMI	East West Management Institute
IGLC	International Group for Legal Consultation
IRM	USAID Bureau for Management, Program Management Office, Business Enterprise Architecture
IT	Information Technology
PIC	Prosecution Information Center
M&E	Monitoring and Evaluation
MSAD	Ministry of State for Administrative Development
PGO	Prosecutor General's Office
RFP	Request for Proposal
RFQ	Request for Quotation
UTP	Unshielded Twisted Pair (IT cable)

## SECTION I – EXECUTIVE SUMMARY

### A. Introduction

Chemonics International is pleased to present this Annual Progress Report for fiscal year 2008 for the Administration of Criminal Justice (AOCJ) project. This report covers the period October 1, 2007 through September 30, 2008.

During the reporting period AOCJ worked closely with the Prosecutor General's Office (PGO) in each of the project components described below.

- ❖ **Component 1:** Automate nine Public Prosecution offices located in Cairo, Qattameya, and Alexandria and establish the Prosecution Information Center (PIC) to serve as the IT center for all Public Prosecution offices nationwide. Automate case files so that information can be quickly and easily shared within the Public Prosecution and also with defense counsel.
- ❖ **Component 2:** Strengthen the existing public defense system through technical assistance and training that will enhance coordination and increase access to timely and effective counsel for criminal defendants.
- ❖ **Component 3:** Develop a practical human rights curriculum for prosecutors and conduct direct training to increase prosecutors' knowledge and application of international human rights.

AOCJ realized a series of important achievements in 2008, notably the completion of extensive training on right to counsel and human rights issues for prosecutors, the completion of the Prosecution Information Center (PIC) facilities, and the hiring and commencement of substantive work of the project's system integrator. The AOCJ project team has worked closely with our counterpart in fiscal year 2008 to achieve these important milestones and expects our close collaboration to continue in fiscal year 2009.

### B. Executive Summary of Major Achievements in Each Component

The substantial project achievements in fiscal year 2008 are summarized in Table 1 below for each component. A more detailed presentation of these accomplishments is presented in Section III of this report.

**Table 1**  
**Summary of Major Achievements by Component**  
**Fiscal Year 2008**

<p><b>Component 1</b></p> <p><b>Automation</b></p>	<ul style="list-style-type: none"> <li>❖ System integrator, AMC, hired and conducting substantive activities</li> <li>❖ Phase I HW and SW procured and installed in the PIC</li> <li>❖ PIC facilities fully completed, equipped, and informally inaugurated by the Prosecutor General</li> <li>❖ Three permanent PIC staff hired and now working at PIC; initial PIC staff training completed</li> <li>❖ Permanent PIC training facility identified, renovated, equipped, and fully operational</li> <li>❖ IRM justification prepared and submitted for development of customized software; IRM concurrence received</li> <li>❖ Business requirements and software functional requirements analysis conducted and under review with the PGO</li> <li>❖ Customized Public Prosecution automated case file management software under development by system integrator</li> <li>❖ Public Prosecution staff IT training underway</li> <li>❖ Phase II HW RFP published, bids received, and technical proposals under evaluation</li> <li>❖ Different High Court Building server room locations assessed; a final location identified; preparatory changes to the room completed by the PGO in advance of network infrastructure work</li> <li>❖ Required High Court Building network infrastructure improvements identified and implementation plans prepared for all three locations</li> <li>❖ High Court Building dual-purpose training room identified, renovated, and now fully operational</li> <li>❖ Alexandria server room identified and network infrastructure improvements implemented</li> <li>❖ Network cabling and wiring completed for all three Alexandria locations</li> <li>❖ Fiber optic cable installed between Alexandria buildings as required to support inter-office communications</li> </ul>
<p><b>Component 2</b></p> <p><b>Public Defense</b></p>	<ul style="list-style-type: none"> <li>❖ Key Elements Report of the existing public defense system completed and approved by the PGO</li> <li>❖ Right to Counsel Handbook for Prosecutors drafted and submitted to the PGO for review</li> <li>❖ Right to counsel training materials for continuing legal education of prosecutors drafted and approved by PGO</li> <li>❖ Right to counsel training conducted and completed for 360 Egyptian prosecutors nationwide</li> <li>❖ Legal database of Egyptian laws, regulations, and court decisions procured and distributed to 3400 prosecutors nationwide</li> <li>❖ Plan for right to counsel and human rights observational study tour drafted and approved by the PGO</li> </ul>

<p><b>Component 3</b></p> <p><b>Human Rights</b></p>	<ul style="list-style-type: none"> <li>❖ Parts two, three, and four of the human rights curriculum drafted and provisionally approved by the PGO</li> <li>❖ Human rights training materials for continuing legal education of prosecutors prepared and approved by the PGO</li> <li>❖ Familiarization program (i.e. training-of-trainers) conducted and completed for senior level Public Prosecution members who agreed to deliver right to counsel and human rights training, including the Prosecutor General</li> <li>❖ Technical assistance of Mr. Jeff Walker, Human Rights Training Specialist, provided to improve human rights training program</li> <li>❖ Various legal analyses on the Egyptian legal system prepared and delivered to USAID</li> </ul>
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## SECTION II – STATUS OF PERSONNEL

The AOCJ project has a strong team of skilled professionals including a well-developed team of Egyptian experts. The project's heavy reliance on Egyptian expertise in all components has allowed for a closer collaboration with the counterpart and a more detailed understanding of the political sensitivities often involved in project implementation. AOCJ will continue to rely heavily on local expertise for project implementation.

During the reporting period there were several developments regarding project personnel. First, AOCJ requested a full-time extension of Ahmed Zohny, the Human Rights Legal Advisor for Component 3. While the PGO provided his approval for Mr. Zohny's continued full-time secondment, due to political reasons unrelated to the project, the MOJ indicated that it would only approve a part-time secondment of Mr. Zohny. Accordingly, Mr. Zohny has been on part-time status with the project since April 6, 2008. While this will slow down the development of curriculum materials in Component 3, AOCJ has increased the expected duration of Mr. Zohny's collaboration with the project to ensure that sufficient time and energy are dedicated to this important component.

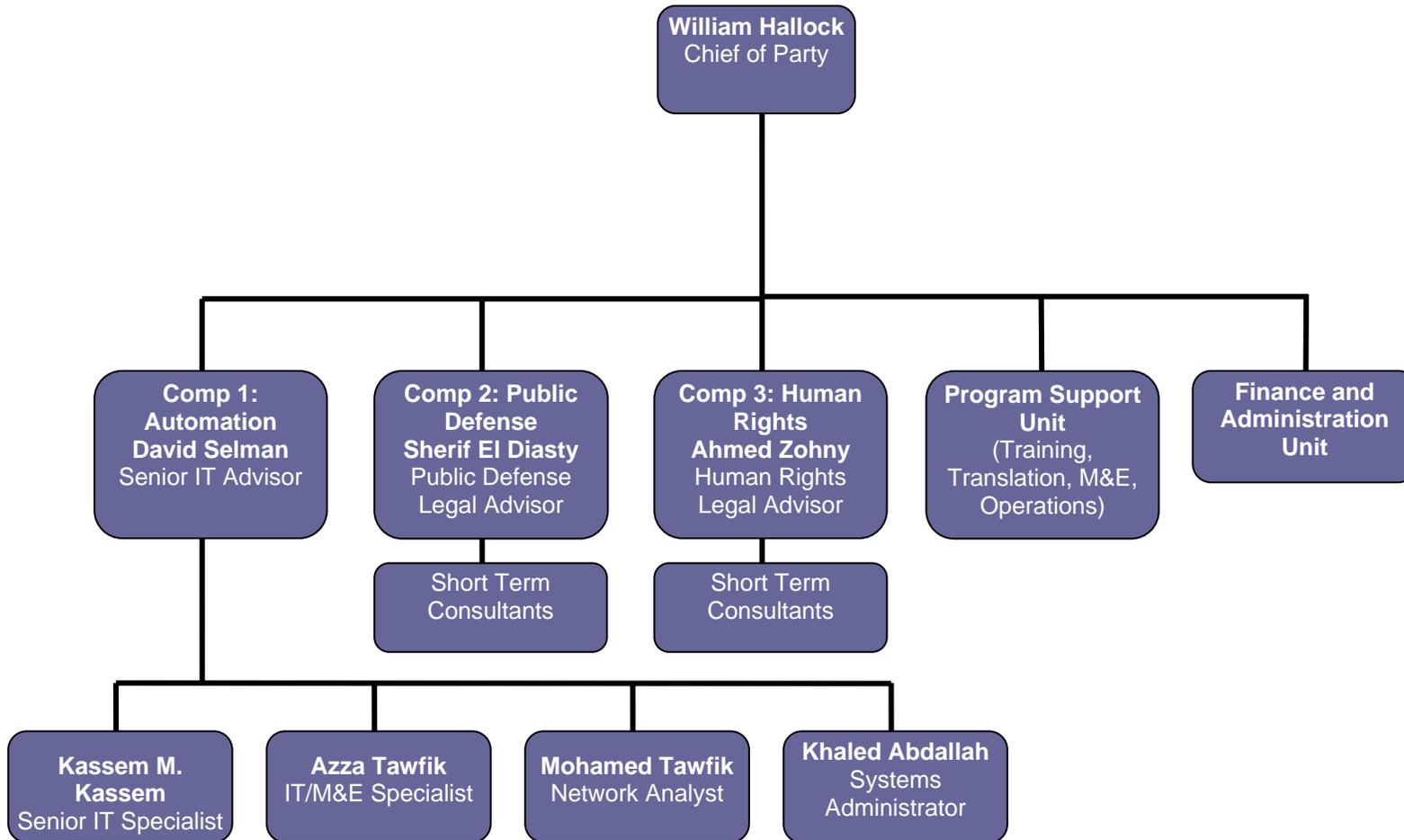
In Component 2, AOCJ was able to secure approval from both the PGO and the MOJ for Mr. Sherif El Diasty's continued full time secondment with the project. Mr. El Diasty will therefore continue working with the project full time to promote access to justice issues through July 2009. AOCJ will seek another full time secondment of Mr. El Diasty at that time.

### **AOCJ Key Personnel**

1. William Hallock, Chief of Party
2. David Selman, Information Technology Specialist
3. Sherif El Diasty, Public Defense Specialist
4. Kassem M. Kassem, Local IT Specialist
5. Ahmed Zohny, Human Rights Legal Advisor

There have been no additional changes to AOCJ personnel and the project's list of key personnel remains the same. The current AOCJ staff organizational structure is presented in Figure 1 below.

Figure 1: AOCJ Staff Organization Chart



## SECTION III – STATUS OF PROJECT ACTIVITIES

### A. Component 1: Automation of the Public Prosecution Office

#### A1. Component 1 Introduction

Booz Allen Hamilton is Chemonics' subcontractor for implementation of Component 1 activities and provides the assistance of Mr. David Selman, Senior IT Advisor. During the reporting period, Mr. Selman and the AOCJ IT Team have continued to work closely on automation efforts with the PGO and the PIC, as well as the system integration company that was contracted during fiscal year 2008.

##### **Nine Target Public Prosecution Offices**

1. Alexandria Appeals Prosecution Office\*
2. East Alexandria Attorney General's Office\*
3. Al Raml District Prosecution Office\*
4. Office of International Cooperation
5. Technical Office
6. Department of Judicial Inspection for Prosecution Offices
7. Combating Tax Evasion Prosecution Office\*
8. Financial and Commercial Affairs Prosecution Office\*
9. Supreme Public Monetary Prosecution Office\*

\*Locations where network cabling is already completed.

The nine prosecution offices targeted in the project remain the same (see text box). Network infrastructure work, meaning network cabling and wiring, has been completed in six locations to date: all three Alexandria locations and three specialized prosecution offices located in Qattameya.

In addition, Chemonics International hired and started working with a system integrator-Amiral Management Corporation (AMC)- during the reporting period. AMC is responsible for developing the customized case management software for the Public Prosecution and will also be assisting with hardware set-up and installation.

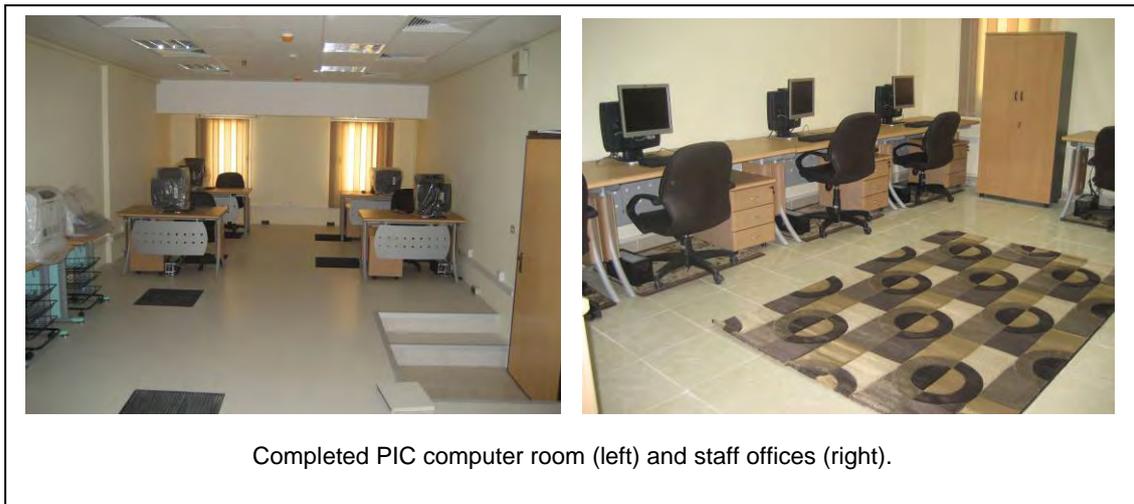
The PIC facilities were completed during the reporting period and inaugurated informally by the Prosecutor General, who visited the PIC facilities with representatives of USAID and AOCJ.

One of the ultimate goals of automation in Component 1 is to increase the availability of criminal case file information so that it can be readily shared with the defense counsel who are charged with representing criminal defendants, thereby increasing transparency and due process in the Egyptian criminal justice system. Details regarding the project's achievements in Component 1 are detailed below.

#### A2. Summary of Component 1 Activities and Accomplishments

**System integrator selected.** After publishing the system integrator request for proposal (RFP) on July 28, 2007, AOCJ received replies from four separate vendors on November 15, 2007 and immediately started the evaluation process. AOCJ convened the RFP evaluation committee, which was composed of representatives of the AOCJ team, PGO, USAID, and Chemonics International. The committee met on numerous occasions and reviewed all proposals in detail. Out of the four proposals received, the evaluation committee unanimously determined that two proposals were worthy of a best and final offer (BAFO) round. Upon receiving the BAFO responses from the two finalists, the evaluation committee made another round of evaluations. Each vendor was scored against predetermined criteria and one of the vendors-AMC-scored the highest. This vendor was unanimously selected by the committee. Chemonics International signed a contract with AMC in January 2008 after receiving consent to contract from USAID. AMC began their substantive work immediately thereafter.

***Installation of Phase I HW and SW completed at the PIC.*** Phase I HW arrived in Egypt in January 2008. This initial hardware shipment included all the items required to initially set up the PIC. AOCJ delivered the HW to the PIC on February 6, 2008 and soon thereafter AOCJ and AMC began “staging” the equipment. This involved developing a complete inventory control and tracking system for all the items and labeling all HW with both USAID stickers and a unique nine character AOCJ code that will help identify the equipment and aid in inventory control. As a part of this process, AOCJ and AMC developed a Phase I HW Installation Plan that guided the set-up process. The project also developed a Phase I Test and Acceptance Plan, which was fully implemented with the assistance of AMC. The equipment was successfully tested and fully installed. The equipment is now in use by PIC personnel, including senior PIC staff and the three GOE staff employees who are posted at the PIC.



Completed PIC computer room (left) and staff offices (right).

***Permanent PIC training facility completed in Qattameya and training commenced.***

Due to the importance of ongoing training in the successful implementation of automation projects, the PGO/PIC, AOCJ and USAID agreed to complete a permanent training room in the Qattameya complex. AOCJ oversaw the renovation, furnishing, and equipping of the space (adjacent to the PIC) to serve as a permanent PIC training room. The space can accommodate approximately 25 trainees on workstations plus the instructor. The facility was completed in June 2008 and training began on June 29, 2008.



Prosecutor General Abdel Maguid Mahmoud (front row, third in from left) with colleagues from the PGO, USAID representatives, and AOCJ team members at the PIC inaugural walk-through on June 26, 2008.

***PIC facilities completed and inaugurated by the Prosecutor General.***

AOCJ assisted the PIC with facility set-up by procuring furniture and start-up supplies. AOCJ had previously recommended substantial improvements to the space so that it could serve as a computer room. These improvements included a raised floor, dropped ceiling, central AC, improved electrical capacity, and others. While AOCJ did not pay for this work, the IT team did provide assistance to the PIC as the work was completed by Arab Contractors. After completion of the facilities, the Prosecutor General informally inaugurated the space in a

walk-through on June 26, 2008.

**Three permanent PIC staff members hired and initial staff training completed.** On November 21, 2007, upon request from the PIC, AOCJ submitted technical recommendations to the PIC regarding the phased hiring of PIC staff. The recommendations informed the PIC what staff was needed in the short, medium, and long term future. These recommendations will help ensure the successful establishment of the PIC as well as smooth ongoing operations.

Finalization of the PIC facility enabled the PIC to house new staff members and the PGO hired three permanent staff members in March and April of 2008. The three staff members are Mr. Basem Soliman, hardware specialist, Mr. Amro Shawqi, application specialist, and Mr. Ahmed Atef, network specialist. AOCJ sponsored intensive IT training for the new staff to help prepare them for their duties (see Section D below). In addition, the PIC staff actively participated in installation and testing of Phase I hardware at the PIC. AOCJ IT team members also provided technical assistance to PIC IT staff to improve their ability to use software, such as Microsoft Access Database, which will be useful to compile, monitor, and report on PIC data in the future.



Permanent PIC IT staff (left to right): Mr. Amro Shawqi, Mr. Basem Soliman, and Mr. Ahmed Atef,

**IRM approval obtained for customized SW development.** As a follow-up to AOCJ's first IRM request regarding the entire proposed IT solution, AOCJ prepared a "COTS versus Customized Software" report and submitted the same to IRM in Washington, DC. on or about June 3, 2008. The report explained the pros and cons of using "commercial off-the-shelf" (COTS) SW versus developing customized SW for the Public Prosecution. On June 26, 2008, IRM responded and approved AOCJ going forward with customized SW development.

**Customized automated case file management software under development for the Public Prosecution.** After receiving IRM concurrence on customized SW development, the project proceeded with the next steps in the software development process, including drafting a functional requirements report that will be reviewed for accuracy in workshops attended by participating prosecution offices in 2009. The report will thereafter be finalized and will serve as the basis for the customized SW. System integrator AMC began development of a software prototype during the reporting period. AMC also completed a first draft of a detailed project plan for the customized software, which is under review by AOCJ.

**Public Prosecution staff IT training underway.** The project administered training assessments to Public Prosecution employees to determine their IT knowledge and abilities. The results allowed AMC to develop a training plan and the actual training programs. AMC completed a Training and Capacity Building report and determined that approximately 450 people will need to be trained to ensure successful launch of the automation system in the nine targeted locations. AMC also completed the first draft of a basic training plan for public prosecution staff. IT training was started in 2008 and the results obtained to date can be seen in section D of this annual report.

***Business requirements and network infrastructure overview of all targeted prosecution offices completed.*** AMC and AOCJ worked together to complete this important task, which involved site visits and personnel interviews at all targeted prosecutions offices. The presence of AOCJ personnel was vital during the site visits and AOCJ shared its prior knowledge of the business process with AMC to accelerate their work. AMC completed their business requirements assessment report in the third quarter. AMC also completed their assessment of building infrastructure recommendations in all nine public prosecution locations during the reporting period.

***Phase Two hardware equipment RFP developed, published, bids received, and evaluations underway.*** The Phase II equipment list includes items required to fully establish the IT hubs and place required equipment in the targeted offices to implement the solution. AOCJ worked with AMC and the PGO to finalize the Phase II equipment list during the summer and the RFP was published in the United States in July 2008. AOCJ received bids in early September and started evaluation immediately thereafter. Evaluation is underway.

***IT solution technical approach report draft completed and feedback received.*** AOCJ worked closely with AMC on a technical approach report during the last quarter of the fiscal year. The draft version of the report, which contains AMC's recommendations for the structure of the entire solution, was completed and distributed to the PIC for review. PIC feedback has been received and is being incorporated into the final version of the report, which will be completed in the next fiscal year.

***Assessment and selection of High Court Building server room.*** AOCJ worked extensively with the PGO/PIC to identify a server room in the HCB location. AOCJ conducted an assessment of the first location proposed by the PGO which showed the room to be totally inadequate for the purpose intended. It was ill-shaped and lacked sufficient space for people or equipment; it also had faulty walls and a spiral staircase entering the room from below. AOCJ informed the PGO of the deficiencies, whereupon the PGO agreed to identify a new location. Both AOCJ and AMC also conducted a review of the PGO second proposed HCB server room. While this space was also not ideal, the assessment revealed that with some modifications and amendments by the PGO, the room would suffice. The PGO undertook the required amendments to the room, which were completed at the end of the fiscal year. The system integrator is expected to begin network infrastructure work on the room in the first quarter of fiscal year 2009.

***High Court Building network infrastructure preparation underway.*** There are three prosecution offices targeted for automation in the HCB.

1. Office of International Cooperation
2. Technical Office
3. Department of Judicial Inspection for Prosecution Offices

The project conducted a detailed assessment of each, identifying the network infrastructure requirements for each location (i.e. network cabling, number of data nodes, etc.). AMC also prepared a draft report on electrical improvements recommended for the HCB to adequately handle the IT solution. Finally, as a part of the process for preparing the HCB locations, AMC drafted a plan for installation of the network cables and wiring in the three targeted locations. This network preparation is scheduled to begin in the first quarter of the next fiscal year.

***High Court Building training room completed.*** Periodic staff IT training will be conducted at the HCB both during and after completion of the AOCJ project. The PGO therefore requested AOCJ assistance to outfit an office that currently serves as a typing pool to be used as a training room in the afternoons and evenings. AOCJ performed significant renovations of the designated space, including installation of network cables, data nodes, and electrical

nodes. Due to a lack of standard furniture suitable to the PGO, the project designed and ordered custom furniture for the space to maximize both capacity and functionality. The dual purpose training room was completed in August and training commenced in October 2008.

**Alexandria server room completed.** In preparation for the second phase of IT implementation, AOCJ assessed the location designated by the PGO as the IT hub for all Alexandria locations to ensure the adequacy of this room in terms of infrastructure, electrical systems, and suitability to support IT operations. The assessment report included recommendations and specifications for all of the following improvements: a) anti-static flooring; b) upgraded electrical systems; c) dust-proof windows; d) desk allocation; e) location of data nodes, and f) air conditioning. AOCJ carried out all the recommended work and the server room was finalized in September 2008.

**Completion of network cabling and wiring in all Alexandria locations.** Infrastructure readiness activities (see text box) were completed at all three Alexandria locations during the fiscal reporting period. The AOCJ IT team supervised the execution of all work during the late 2007 and early 2008. Table 2 (below) quantifies the work completed in Alexandria. AOCJ retained a civil engineer to assist in developing the scope of work for the renovations, reviewing bids for the project, and helping to oversee the work.



Fiber optic cable installation between Public Prosecution offices in Alexandria.

**IT Infrastructure Readiness Activities in Alexandria**

- UTP network cabling installed in all relevant offices where LAN communications required
- Fiber optic cabling installed between offices
- Network data nodes installed
- Electrical outlets upgraded or new ones installed as needed to support IT equipment

The Alexandria network preparation work included installation of a fiber optic cable connection between the Al Raml Prosecution Office and the East Alexandria Prosecution Office. This task required the excavation of a 10 meter long trench between the two buildings to install fiber optic cabling.

**Completion of Alexandria training room.** The staff and members of the three Alexandria Public Prosecution locations will require significant IT training to be ready to use the HW and SW associated with the automated solution. Upon request from the PGO, and approval from USAID, AOCJ refurbished and equipped an office in the East Alexandria Prosecution to serve as a training facility for Alexandria personnel of the Public Prosecution.

**Table 2  
Network Infrastructure  
Work Completed in Alexandria  
Fiscal Year 2008**

<b>Site Name</b>	<b>UTP Cable (meters installed)</b>	<b>Fiber Optic Cable (meters installed)</b>	<b>Number of Data Nodes Installed &amp; Tested</b>	<b>Number of Electrical Nodes Installed &amp; Tested</b>
<b>Alexandria Appeals Prosecution Office</b>	6480	--	108	72
<b>East Alexandria Attorney General's Office</b>	8000	630	210	105
<b>El-Raml Office</b>	7122		122	61
<b>Fiber Optic path between two Alex buildings</b>	--	400	--	--
<b>Alexandria Training Room</b>	22	30	30	38
<b>Total</b>	<b>21,624</b>	<b>1060</b>	<b>470</b>	<b>276</b>

## B. Component 2: Strengthening the Public Defense System

### B1. Component 2 Introduction

East-West Management Institute is Chemonics' subcontractor for activities under Component 2. This component originally was designed to study, develop, and implement a public defense system in Egypt. Early in fiscal year 2007 (approximately seven months into the project), Prosecutor General Abdel Magueed Mahmoud informed AOCJ that given Egypt's enactment of various laws and regulations, including Law 145 of 2006, there was no need to develop a new public defense system in Egypt. Rather, he asked AOCJ to focus on identifying ways to strengthen the existing system. As an initial step, the Prosecutor General requested that his representatives and the AOCJ team conduct assessments of the existing Egyptian model to identify its strengths and weaknesses and suggest solutions to any deficiencies.

During fiscal year 2008 AOCJ focused its Component 2 activities on evaluating the existing system, and exploring how it can be improved. Additionally, the PGO, AOCJ, and USAID agreed that practical improvements and changes to the existing defense system, once agreed upon, will be piloted in Alexandria.



USAID CTO for AOCJ, Ms. Laura Gonzales (center), Counselor Adel El Saied of the PGO (middle right), and AOCJ Advisor Sherif El Diasty (right), distribute certificates of completion to AOCJ trainees, June 26, 2008.

During the latter part of fiscal year 2007, AOCJ retained experienced public prosecutor, Sherif El Diasty, to serve as its long-term legal advisor for Component 2. Mr. El-Diasty joined AOCJ on August 1, 2007 and has lead Component 2 activities during fiscal year 2008.

Mr. El Diasty's understanding of how the current public defense system functions, of its weaknesses, and of the feasibility of possible ways to improve it, as well as his solid relationships within the PGO, have been

invaluable to the project. Additionally, during the reporting period EWMI has taken a much more active role in the project. This has ensured that the project has the benefit of relevant comparative perspectives.

Specific activities under Component 2 are described below. In addition to these activities, the Component 2 team has continued to coordinate with the AOCJ IT team, to ensure that automated solutions being developed under Component 1 provide the functionalities required to improve coordination between the PGO and the private bar and ultimately make prosecutorial case files available to defense attorneys.

### B2. Summary of Component 2 Activities and Accomplishments

The AOCJ team carried out the following activities during the reporting period.

**Right to counsel/human rights (combined Components 2-3) training.** The public defense work being undertaken in Component 2 is closely related to the human rights work being done under Component 3. The right to a proper defense is necessarily included within the right to a fair trial, which is a fundamental human right guaranteed by both Egyptian law and international agreements such as the International Covenant for Civil and Political Rights.

While these two components are separate within AOCJ, both AOCJ and the PGO have recognized their implicit connection and it was therefore agreed that AOCJ would develop and implement a joint right to counsel/human rights training program for prosecutors nationwide.

In addition to the substantive inter-relationship between the components, by implementing a combined training program, AOCJ has minimized the interruption to prosecutors' work and has been able to take advantage of senior-level PGO instructors without infringing on their other commitments.



Working closely with the PGO, Mr. El-Diasty and Component 3 Legal Advisor Ahmed Zohny organized and prepared for the combined training program, entitled, “A Practical Training on Human Rights in Criminal Justice and Right to Counsel for the Public Prosecution.” Training materials were reviewed, vetted, and modified in-house by AOCJ and then shared with the PGO for approval in advance of training. There were numerous right to counsel

issues covered in the training (see text box).

Before commencing the training program AOCJ convened a “familiarization course” for the high-level prosecutors (including the Prosecutor General himself) who were to serve as instructors. At the event, Mr. El-Diasty and Mr. Zohny thoroughly reviewed the training materials with the instructors and prepared them to begin teaching the course.

Training commenced on November 24, 2007. USAID Mission Director Hilda Arellana and the Prosecutor General inaugurated the program; USAID’s Director of Democracy and Governance, Bruce Abrams, also participated. For full details of the training program, please see section III. D of this report.

With the completion of the last training session on June 26, 2008, AOCJ brought to a close the first round of direct training

**Right to Counsel Issues Covered in the Combined Training Program**

- What are defense rights?
- The nature of defense right
- Right to counsel under international law, the Egyptian Constitution, and Egyptian criminal legislation
- Effective requirements of right to counsel
- Rights of attorneys at the investigation
- Duties of attorneys at the investigation

under the project. AOCJ recognized the milestone with a graduation and closing ceremony at the end of the final training session. AOCJ's USAID CTO, Laura Gonzales, and the head of the Technical Office for the PGO, Counselor Adel El Saied, presided at the event and handed out certificates of completion to trainees.

Following the completion of the training, AOCJ convened a focus group meeting with 15 prosecutors from Cairo who had completed the program. The goal was to solicit input from the trainees on the value of the course, to understand whether and how they were using knowledge gained in the training in their day-to-day work, and to obtain suggestions for future additions to the training.

It was clear that the participants valued the training, with one prosecutor noting that "the training increased [his] ability to maintain the balance" between representing society and protecting individual human rights. AOCJ collected recommendations for improving the training, including using more practical examples, providing participants with the training materials in advance, and providing them with the correct answers to the impact examinations that are conducted at the end of each program.

In addition to discussing these issues with the prosecutors, AOCJ distributed a questionnaire to the group, to enable them to provide their input in writing so that the PGO and AOCJ could modify and amend future trainings as appropriate.

***Establishment of Public Prosecution legal database.*** One of the obstacles to application of the law in Egypt is a lack of access to codes and regulations by justice sector officials.. In an effort to address this issue, in October 2007 the PGO asked AOCJ to help it obtain and establish an electronic database of laws and other legal provisions for prosecutors. This request fit squarely within AOCJ's scope of work, which requires the project to establish a "database of the judgments of the Court of Cassation" and make this available to all Public Prosecution employees.

In response to the PGO's request, AOCJ conducted extensive market research and examined all the "legal library" products on the local market. AOCJ found that the best option to meet the PGO's needs was a legal database created and maintained by the International Group for Legal Consultation (IGLC) (the database is akin to the "Westlaw" or "Lexis" services available in the U.S.).

**Contents of the Legal Database  
for the Public Prosecution**

- 127,003 Egyptian laws, implementing regulations, and ministerial decrees related to those laws, with a total of 507,979 associated legal articles
- Rulings of the Egyptian Court of Cassation, including 64,230 complete judgments
- PGO instructions and circulars from 1999-2007
- 7,729 specialized topics in searchable databases
- 1,171 international treaties and conventions
- 209 Arab and international arbitration decisions
- An encyclopedia of criminal offenses
- A variety of legal books, research, and law-related articles

AOCJ worked with IGLC and the PGO to tailor the product to the needs of the Public Prosecution. For example, the database includes all relevant administrative and procedural regulations and circulars issued by the PGO, in addition to local laws and court decisions.

In January 2008 AOCJ purchased an initial batch of 3,400 copies of the legal database. Each copy comes in a package that includes 16 CDs and a user's manual. Additional copies may be purchased in the future to accommodate new prosecutor appointments and to provide a central copy for each district prosecution office. Eventually, the database will be installed on the PIC server and therefore accessible to everyone with electronic access to the PIC.

AOCJ oversaw the distribution and installation of the database in prosecution offices around the country (see Table 3). Near the end of the reporting period, IGLC provided AOCJ with 3,400 copies of an update to the legal database. AOCJ provided these updates to the PGO, which distributed them to prosecutors nationwide. Following acquisition of the database, AOCJ conducted legal database training, which is reported on in section III. D of this report.

<b>Table 3                      Prosecution Offices with Legal Database Installed                      as of August 15, 2008</b>					
	PGO	Appeal Prosecutions	Provincial Prosecutions	District Prosecutions	Total
<b>Cairo</b>	8	1	7	38	54
<b>Giza</b>	-	-	3	17	20
<b>Alexandria</b>	-	2	4	37	43
<b>Tanta</b>	-	2	7	12	21
<b>El Mansoura</b>	-	2	5	14	21
<b>El Ismaeleya</b>	-	1	5	19	25
<b>Beni Swuef</b>	-	1	4	28	33
<b>Asuit</b>	-	2	4	33	39
<b>Qena</b>	-	1	4	25	30
<b>Total</b>	8	12	43	223	286



Legal database training of prosecutors using laptops  
January – February 2008.

**“Key Elements” report.** Soon after joining AOCJ, Mr. El Diasty reviewed and analyzed the results of AOCJ’s findings on the existing Egyptian system for appointing public defense counsel and how other countries ensure that criminal defendants have adequate representation.. Based on these results Mr. El-Diasty prepared a report entitled “Key Elements for Strengthening the Egyptian Public Defense System.” The report lays out the guidelines for AOCJ’s work

in this area, the latest developments on right to counsel in Egypt, an overview of AOCJ's component activities since the project started, and the primary areas for further analysis and development.

AOCJ presented the report to the PGO in February 2008, and the latter provided written approval of the report shortly thereafter. This report will help direct AOCJ's future work in Component 2.

***Handbook on right to counsel.*** Over the past three years, since the commencement of USAID's focus on the public defense issue and the start of the AOCJ project, Egypt has adopted an abundance of new laws, implementing regulations, and internal institutional circulars related to the right to counsel and the payment of counsel. These legal and regulatory changes are important milestones in the modernization of the Egyptian criminal justice system. However, they will have little impact unless prosecutors and other actors in the criminal justice system are aware of them, and understand how to apply them.

With this in mind, and pursuant to discussions with the PGO (and recommendations included in the "Key Elements" report), AOCJ drafted a handbook that assembles and explains the laws, policies, and regulations (including the PGO's internal regulatory guidelines) governing the appointment of defense counsel. The handbook, which was drafted by Mr. El-Diasty with support from Mark Dietrich of EWMI, is in a simple "question and answer" format and includes easy to use forms and legal reference materials. During the fourth quarter of fiscal year 2008 AOCJ presented the draft handbook to the PGO, where it is currently under review.

***Planning for observational study tour to The Netherlands.*** One of the important project activities in Component 2 in fiscal year 2009 is the observational study tour (OST) for prosecutors on right to counsel and human rights issues. During the final quarter of fiscal year 2008, planning for this OST moved forward substantially. With the assistance of Mark Dietrich of EWMI, AOCJ designed an OST on right to counsel and human rights to the Netherlands. EWMI's research indicated that the public defense system used in the Netherlands is very similar to the Egyptian system. The PGO approved the draft itinerary and AOCJ will implement the OST in late 2008 and early 2009, for two groups of ten prosecutors each.

## **C. Component 3: Development of a Practical Human Rights Curriculum for Prosecutors**

### **C1. Component 3 Introduction**

*Introduction.* Blue Law International is Chemonics' subcontractor and technical partner for implementation of activities in Component 3, which is managed by Ahmed Zohny, Human Rights Legal Advisor. During fiscal year 2008, the AOCJ team provided the Public Prosecution with technical expertise and logistical support to increase prosecutors' knowledge of international human rights in the criminal justice context. AOCJ also completed the entire practical human rights training curriculum designed for entry level prosecutors as well as experienced prosecutors, and the project has submitted the full, consolidated curriculum to the PGO and is anticipating approval with few or no changes.

*Realignment of personnel priorities.* During the reporting period, Mr. Ahmed Zohny completed his first year of secondment from the Judiciary to the AOCJ project. Despite the PGO's support and endorsement of an extension to Mr. Zohny's continued full-time secondment to AOCJ, the Supreme Judicial Council (SJC) would not permit the continuance of the full-time secondment. It was agreed that Mr. Zohny could work three days per week on AOCJ and serve as Head of the 7<sup>th</sup> District Court in Zaqaziq for three days per week. Thus, the project is still able to benefit from Mr. Zohny's expertise and institutional knowledge of the development of a practical human rights curriculum for prosecutors.

### **C2. Summary of Component 3 Activities and Accomplishments**

The AOCJ team successfully completed the following activities during the reporting period.

*Overview of Egyptian Judiciary prepared and presented to USAID.* AOCJ prepared a legal briefing for the USAID Mission Director and other USAID staff on December 13, 2007. The presentation, by AOCJ representatives William Hallock, Sherif El Diasty, and Ahmed Zohny, included sections on the organization, functions and structure of the Egyptian judiciary, as well as a discussion of the emergency courts.

*Parts two, three and four of the human rights curriculum completed and provisionally approved by the PGO.* AOCJ developed and finalized parts two, three and four of the human rights curriculum, entitled "Pre-trial Stage", "Trial Stage" and "Execution of Sentence and Supervision of Detention Facilities" respectively. (Part one was previously submitted and provisionally approved in fiscal year 2007.) The agreement between AOCJ and the PGO was that each of the four parts of the curriculum would be provisionally approved as they were developed and that the full, final version would then be submitted for approval in its entirety.

With all four portions of the curriculum provisionally approved, AOCJ compiled and consolidated the four separate parts into one curriculum and submitted this to the PGO in September 21, 2008. AOCJ now awaits approval of the final, consolidated version of the curriculum. While AOCJ awaits approval from the PGO, Mr. Zohny will develop an instructor's manual to be used in conjunction with the curriculum, which the project expects to be taught at the National Center for Judicial Studies (NCJS) in fiscal year 2009.

*Familiarization training for PGO instructors in human rights completed.* Mr. Zohny participated in the familiarization course for six high level PGO instructors on November 17-18, 2007. Mr. Zohny reviewed all the human rights training materials, PowerPoint slides, and trainee handouts with the instructors and fully prepared them to begin teaching the course.

**Commencement of combined training.** Mr. Zohny worked closely with the PGO, the AOCJ training team, and Mr. Sherif El Diasty in the organization and preparation of combined component 2-3 training program on human rights and the right to counsel. The program commenced on November 24, 2007, with the inauguration of the training program with the welcome participation of USAID. To date, 360 Prosecutors have participated in, and benefited from, the combined training. This represents the first round of the combined training and it is anticipated that another 360 Prosecutors will participate in the second round during the 2009 fiscal year. Please refer to section III. D of this report for a complete summary of the training and its results.

**Technical assistance from Mr. Jeff Walker, Human Rights Training Specialist.** Human Rights Training Specialist Jeff Walker provided technical assistance to AOCJ from December 8-22, 2007. Mr. Walker observed all sessions of the combined training program (except that of the Prosecutor General) and provided recommendations for future revisions of the course methodology and materials.

**Key Recommendation from  
Mr. Jeff Walker, Human Rights Training  
Specialist**

**Maintain High Level Training Support from the PGO**

Mr. Walker noted that it's unusual to have such high level buy-in for a training program as AOCJ has obtained from the PGO. It's even more uncommon that the most senior-level government officials, including the Prosecutor General himself, actually serve as instructors. This has surely been an important contributing factor for the success of the training and AOCJ should strive to maintain high-level counterpart engagement to ensure future success.



Prosecutor General Abdel Maguid Mahmoud (seated, 4<sup>th</sup> in from left) with participants from Group Five of the Human Rights and Right to Counsel Training Course, January 2008.

**Combined training examinations scored and analyzed.** AOCJ administers before-and-after tests on the substantive content of the human rights and right to counsel training for all prosecutors who attend the courses. AOCJ previously developed a pool of test questions which are randomly pulled to create a before-and-after exam for each group of trainees. During the reporting period, AOCJ analyzed and scored a total of 720 tests - two for each trainee. Our analysis showed that, on average, the trainees demonstrated an increase in understanding of

approximately 25% after completion of the training. Full training results for the combined training can be seen in section III. D of this report.

**Preparations underway for combined Component 2 and 3 observational study tour.** Collaboration between Components 2 and 3 continued on the organization of an observational study tour for ten Egyptian prosecutors to The Netherlands to examine their right to counsel system and human rights in the criminal justice context. The destination and agenda for the study tour have been approved by both the PG and the USAID.

***Legal analyses and insights on issues pertaining to the judiciary in Egypt prepared and provided to USAID.*** During the reporting period, AOCJ prepared and provided to USAID various legal analyses and insights on important matters related to the organization and performance of the Egyptian Judiciary (see text box). These were spurred, in part, by high

**Legal Analyses Prepared by AOCJ**

1. AOCJ Comments on Judicial Independence, November 1, 2007
2. AOCJ Comments on State Security Courts, November 5, 2007
3. AOCJ Comments on the Draft Proposal for a Law on the "Council of Judicial Institutions," November 25, 2007
4. Egyptian Ordinary Courts in a Nutshell, November 28, 2007
5. The Public Prosecution in a Nutshell, November 30, 2007
6. Prosecutor Selection and Appointment Process, January 17, 2008

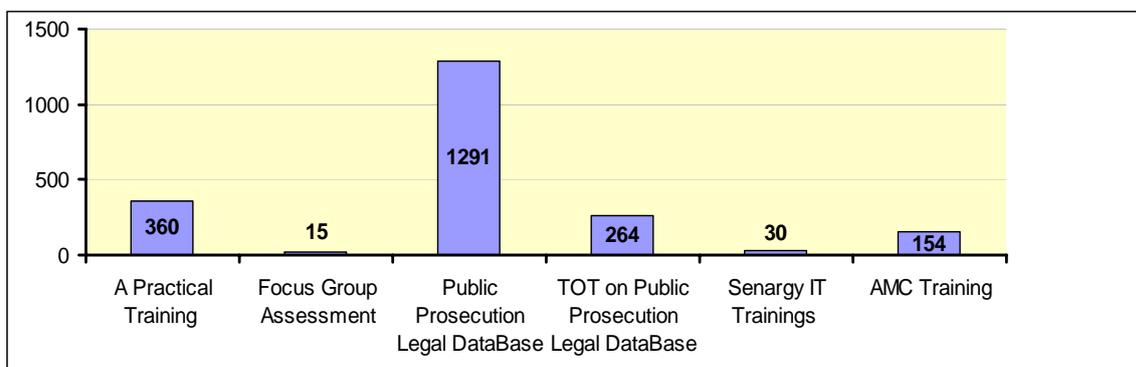
profile news articles regarding a proposed Law on the Council of Judicial Institutions, which generated significant debate within the larger legal community.

## D. Program Training Activities and Results

### D1. Training Introduction

As is detailed below, AOCJ had a very active and successful training year. In close collaboration with the PGO, the project designed and delivered training to hundreds of prosecutors and numerous public prosecution staff (see Table 4).

<b>Table 4</b> <b>AOCJ Training Programs</b> <b>Fiscal Year 2008</b> (Duplicate trainees are included in the count below For non-duplicated training numbers see the AOCJ training indicator located in Annex B of this report.)	<b>Total number of trainees completing courses</b>
Practical Training on Human Rights in Criminal Justice and Right to Counsel for the Public Prosecution	360
Focus Group Assessment	15
Public Prosecution Legal Database	1291
TOT on Public Prosecution Legal Database	264
Synergy IT Trainings (10 courses, three persons each)	30
Basic Computer Training (conducted by AMC)	154
Total: 2114	



Training activities were an integral part of all three project components. They were capably spearheaded by the AOCJ training team (Training Manager Abeer Nadi and Training Administrator Abba Moneim), with substantive direction on the combined Component 2-3 training from legal advisors Sherif El-Diasty and Ahmed Zohny.

### D2. Component 1 Summary of Training Programs and Results

To complement substantive Component 1 technical activities, AOCJ carried out programs to train PIC and other Public Prosecution staff on basic IT principles and computer use. During the reporting period AOCJ delivered the following programs:

- **Advanced IT training for PIC staff.** AOCJ retained a local training provider (Synergy) to train the three new staff persons at the PIC on hardware maintenance and administration. Topics covered included A+ Essentials, Managing and Maintaining Windows 2003 Environment, Fundamentals of Network Security, and Interconnecting Cisco Network Devices V2.1, Parts 1 and 2.
- **Basic IT training for PGO/PIC staff.** AOCJ's system integrator, AMC, trained 88 prosecution staff persons at the new training facility at Qattameya, and 66 prosecution staff at the new facility in Alexandria on basic IT topics. (See Table 4 below.)
- **Legal Database training for prosecutors.** Upon request from the PGO and approval from USAID, AOCJ procured a comprehensive legal database of Egyptian laws, regulations, and court decisions for distribution to public prosecutors nationwide. Concurrent with the distribution, AOCJ conducted training on how to use the legal database.

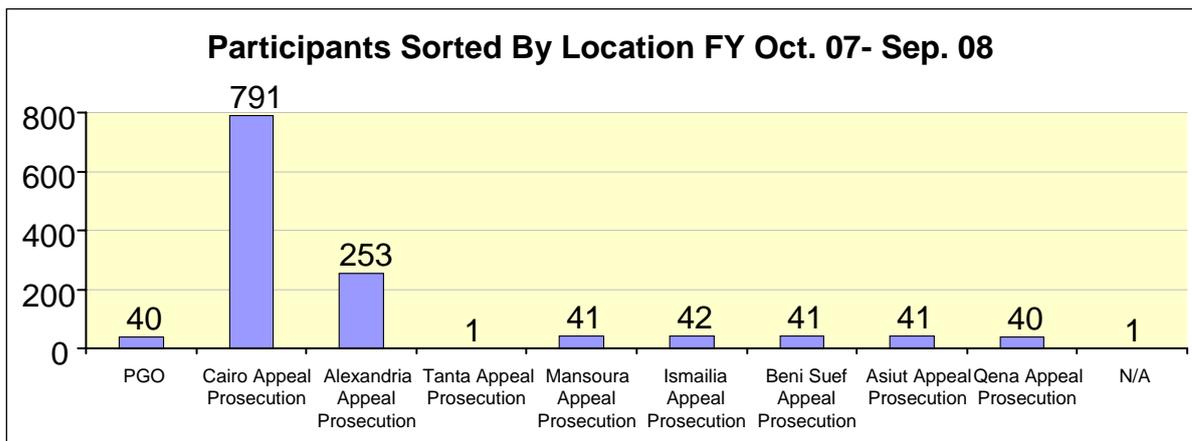
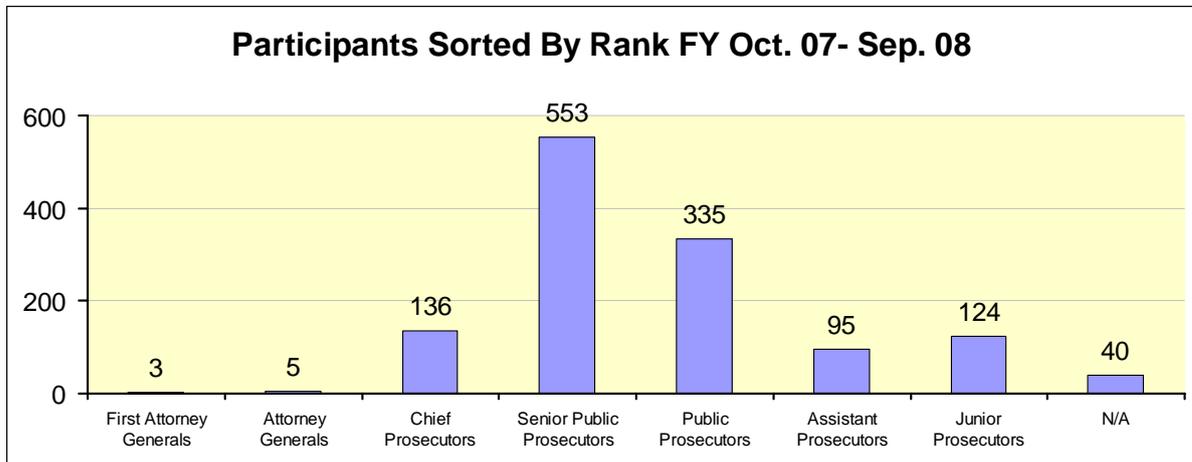
**Table 5**  
**Basic IT Training for PGO and PIC Staff**  
**Fiscal Year 2008**

Location	Male	Female	Total
Alexandria Appeal Prosecution	6	4	10
East Alex Provincial	17	24	41
Al-Raml first qesm	6	2	8
Al-Raml second qesm	5	2	7
<b>Alexandria Total</b>	<b>34</b>	<b>32</b>	<b>66</b>
Combating Tax Evasion Prosecution Office	7	18	25
Financial and Commercial Affairs Prosecution Office	6	15	21
Supreme Public Monetary Prosecution Office	20	22	42
<b>Qattameya Total</b>	<b>33</b>	<b>55</b>	<b>88</b>

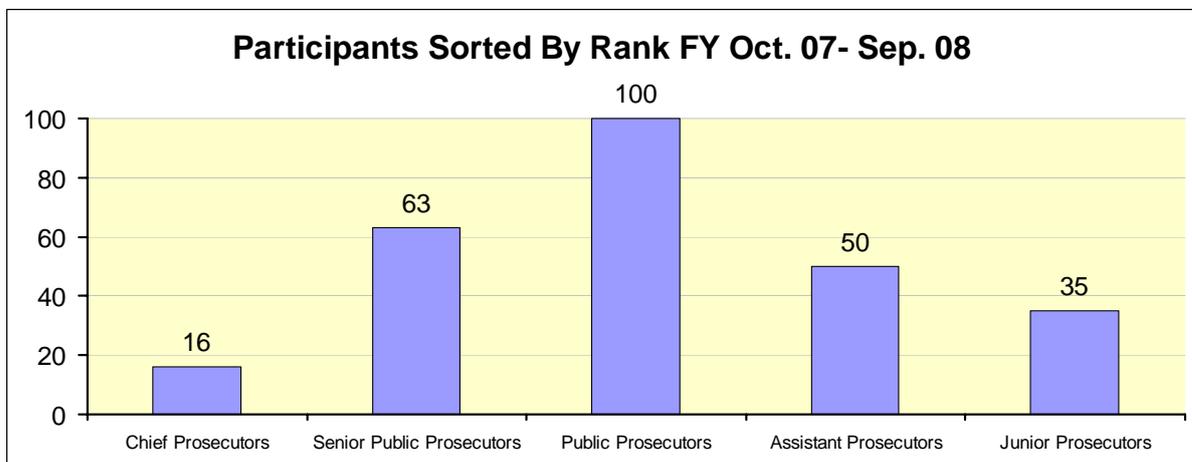
### **Legal Database Training**

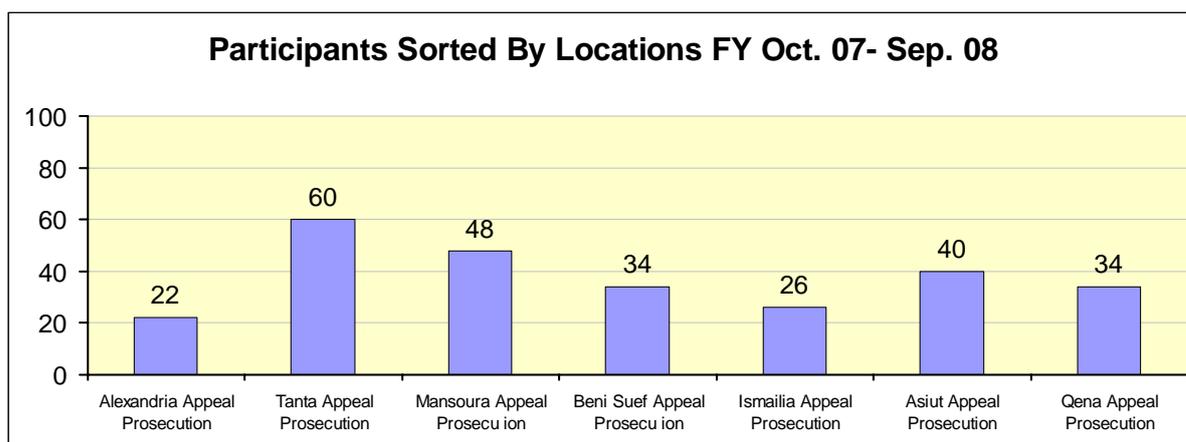
AOCJ provided training on use of the new Public Prosecution legal database. AOCJ's legal database training took several forms. First, AOCJ trained prosecutors in Cairo, Giza, and

Alexandria *in situ* on use of the database. Second, in some cases AOCJ added legal database training as an add-on to the combined Component 2-3 training. The project first trained 264 prosecutors in a train-the-trainers program under which prosecutors from seven Appeals Prosecutions nationwide were taught how to install, use, and search the database, and how to train their colleagues to use it. This group of trainers will serve as contact persons for the PGO for future updates of the database. AOCJ also trained 1,291 prosecutors on the database. The 1,291 direct trainees are delineated in the charts below by their rank and office.



The 264 legal database trainers are delineated in the chart below by their rank and office.





### **D3. Components 2 and 3 Summary of Training and Program Results**

Under Components 2 and 3, the project designed and implemented the training programs listed below.

**Practical training on right to counsel and human rights.** Through a course entitled, “A Practical Training on Human Rights in Criminal Justice and Right to Counsel for the Public Prosecution,” AOCJ trained 360 prosecutors from across the country between November 2007 and June 2008. The trainings were held in Cairo, and included 18 three-day sessions that trained 20 prosecutors each.

The training was conducted primarily by senior-level prosecutors (see text box) using training materials and presentations prepared by the project and approved by the PGO. Because these prosecutors, although very experienced, were not necessarily familiar with the details of the materials that would be presented in the training program, AOCJ organized and convened a “familiarization course” for all the instructors before beginning the training program.

The training was broken into three days with each day having three separate sessions. The topics proceeded from macro issues to more specific topics. The topics covered in the training included:

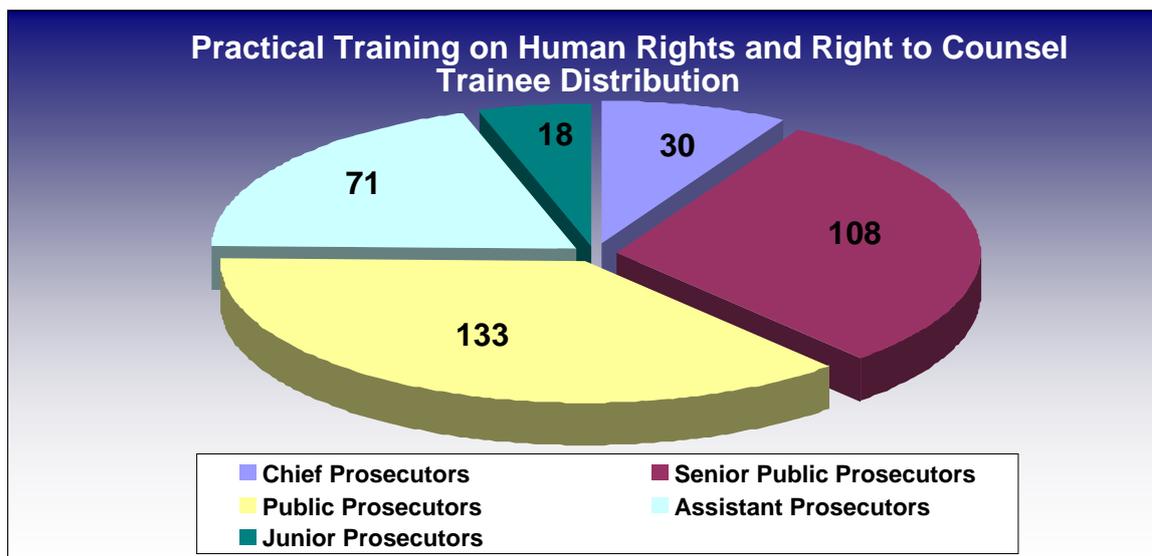
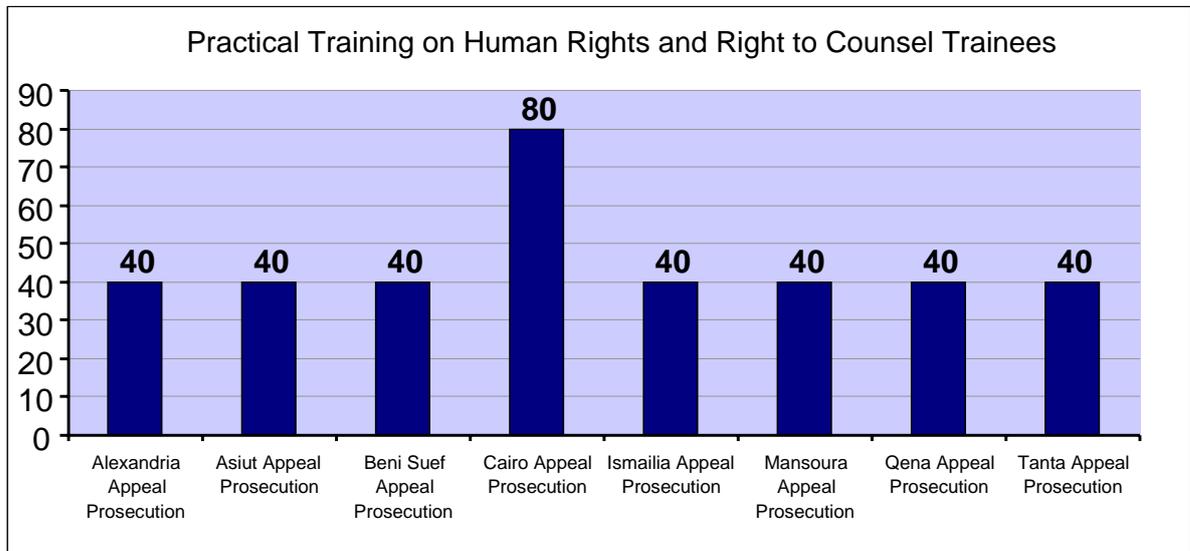
- Introduction to international human rights law
- History of human rights law internationally and within Egypt
- Application of these laws in Egypt, the region, and beyond
- Arrest, investigation and pre-trial detention
- Right to counsel in Egypt
- Law 145 of 2006
- Basic rights included in Egyptian and international law
- Responsibilities of the prosecution in applying and actively maintaining the efficacy of these standards.

Each trainee received training booklets as well as a CD with all training materials and the related power-point presentations. The training materials were prepared by Mr. Ahmed Zohny, AOCJ Human Rights Legal Advisor and Mr. Sherif El Diasty, AOCJ Component 2 Legal Advisor. Mr. Zohny prepared all training materials related to the human rights parts, which were reviewed and approved in advance by the Judicial Inspection Department of the Prosecutor General’s Office. Mr. El Diasty, prepared all training materials related to Law

145, which were reviewed and approved in advance by the Judicial Inspection Department of the Prosecutor General’s Office.

**Participants in the Right to Counsel and Human Rights Training**

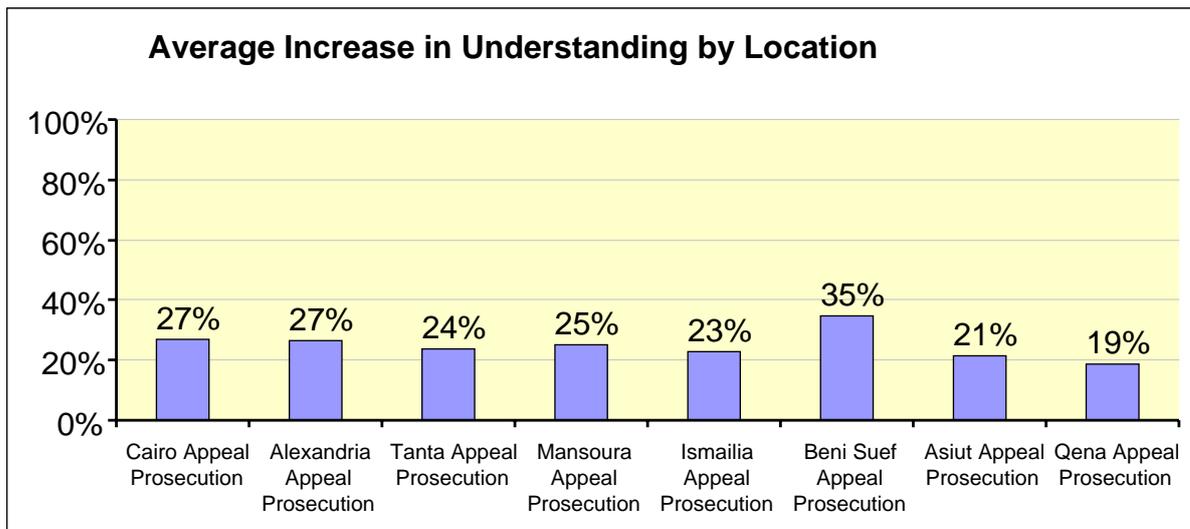
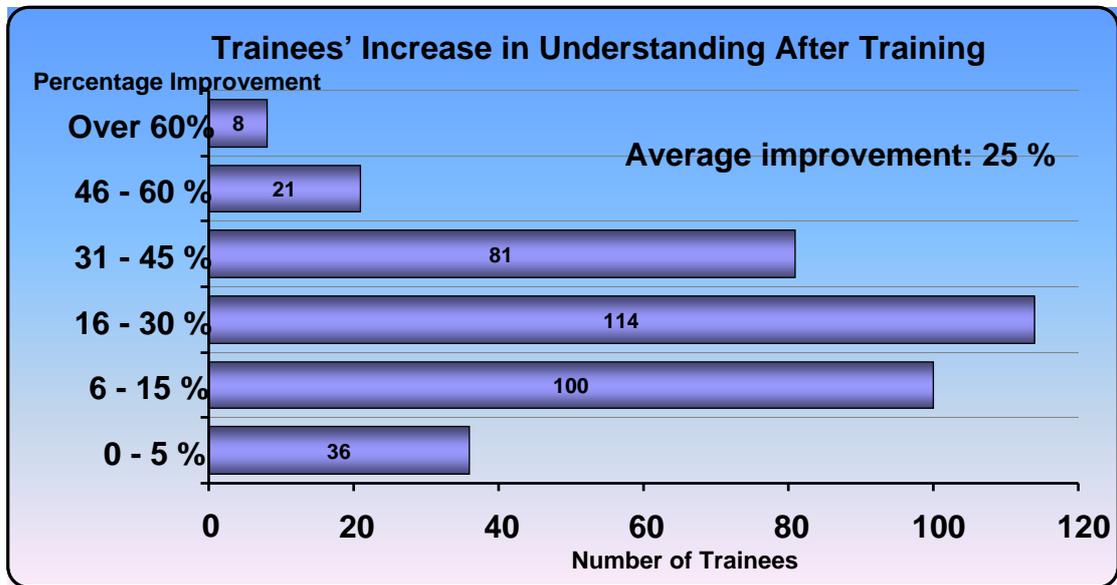
AOCJ made a specific point of requesting the appointment of mid-career prosecutors (Senior Public Prosecutors and Public Prosecutors) as trainees to ensure maximum outreach and dissemination of training information. Since mid-career prosecutors manage and direct the work of 305 district prosecution offices around Egypt and help direct the work of the lower ranking prosecutors in their offices, it is expected that they will disseminate what they learned in the training through the district offices. As shown in the tables below, the trainees represented a variety of district offices with the majority being ranked as either Public Prosecutors or Senior Public Prosecutors.



**Right to Counsel and Human Rights Training Results**

In order to gauge the progress of the training participants, each session began with a preliminary pre-training test and concluded with a post-training test in order to measure the

participants knowledge of the subject matter before and after the training. The two charts below illustrate the improvement in understanding of the subject matter after training, sorted by number of trainees and by location of office. The average improvement of 25% is evenly distributed across the offices.

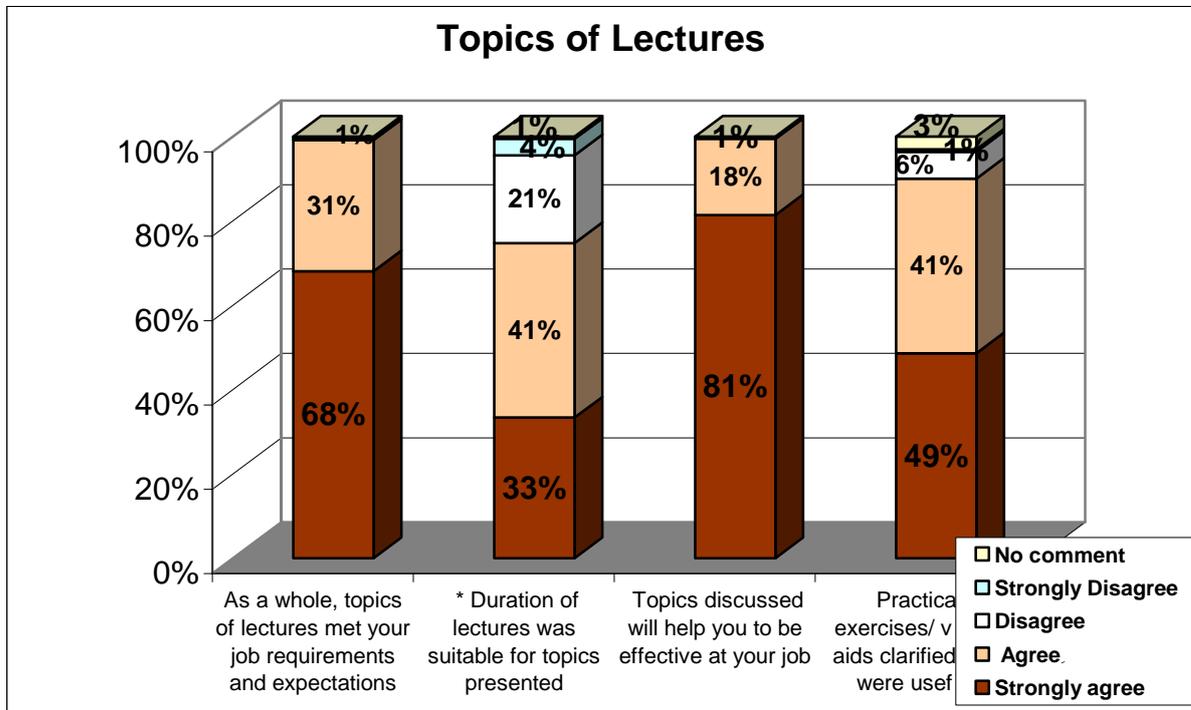


### Training Evaluation

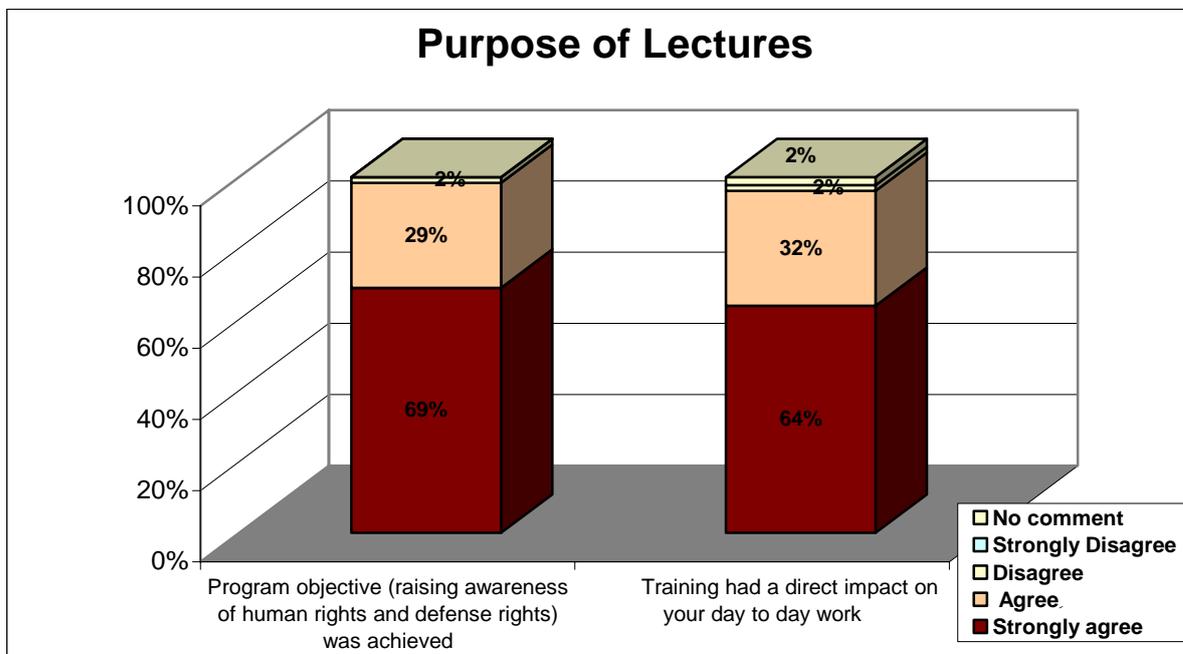
In addition to testing the participants' improvement in understanding of the subject matter, the project also collected a number of feedback results. The trainees were asked to provide their reaction to the topics of the lectures, the purpose of the lecture, the quality of the lecturers, the quality of the course materials and the logistics and organization of the training sessions. The trainees rated each category based on a spectrum from Strongly Disagree to Strongly Agree. The overall ratings for the combined training course are displayed in a bar graphs below and show a very high level of participant satisfaction with the training.

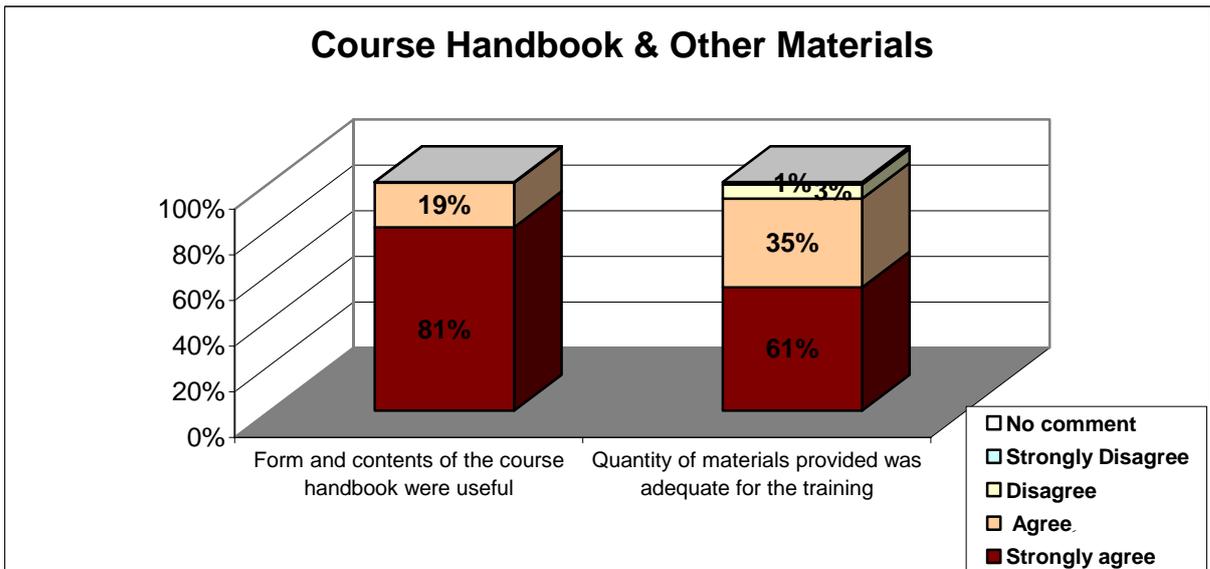
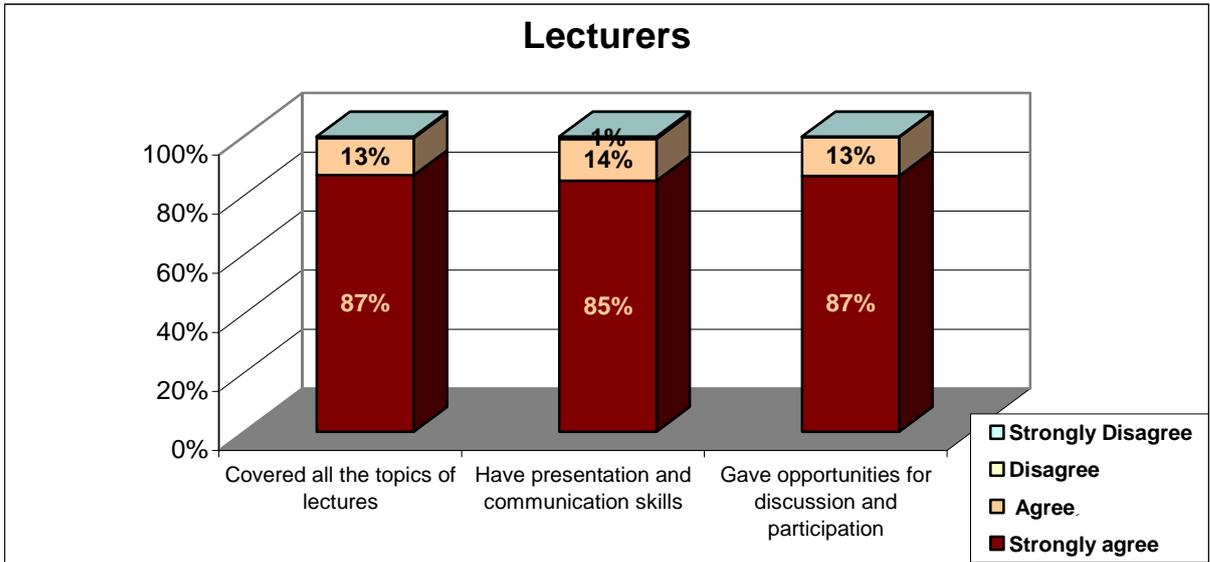
Most of the evaluation results show that participants "agree" or "strongly agree" on the usefulness and effectiveness of the training. These results are consistent with the pre-test and post-test results, which show an average increase in substantive knowledge of 25%.

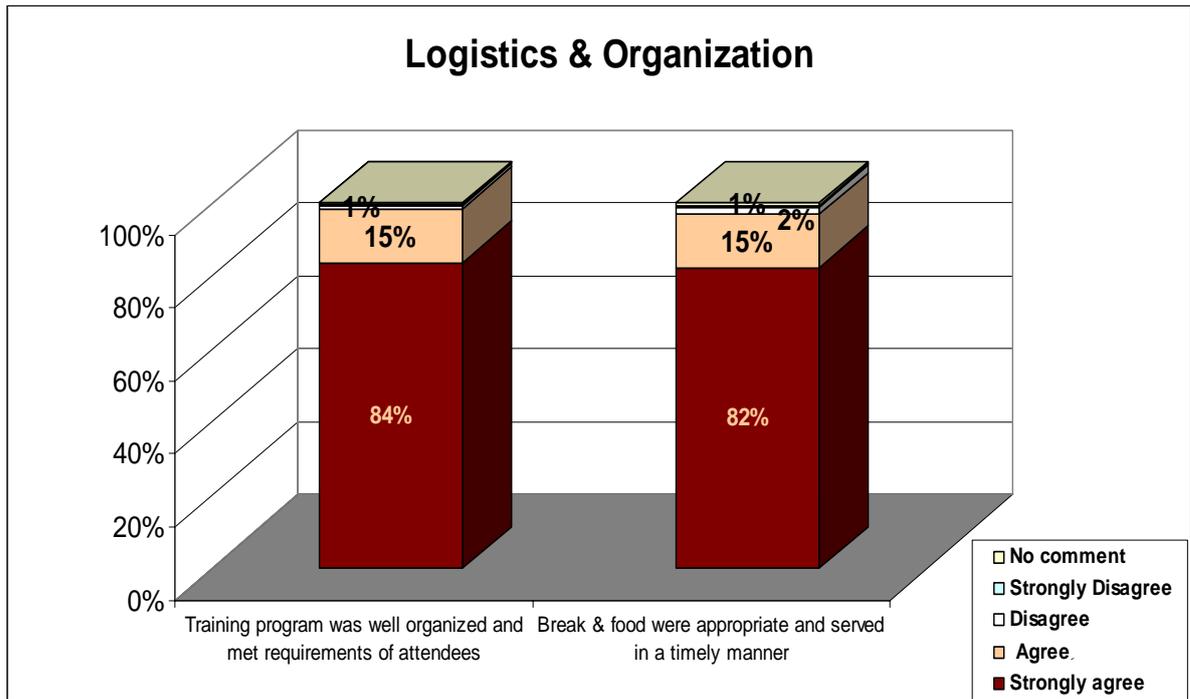
Anecdotal interviews with participants suggests that the “strong disagreement” regarding the duration of the course (see chart below) is because the participants wanted the training to last longer than three-days. This was deemed impractical due to workload concerns of the PGO.



\*Numerous trainees explained their feedback by saying that they wished the duration of training had been longer.





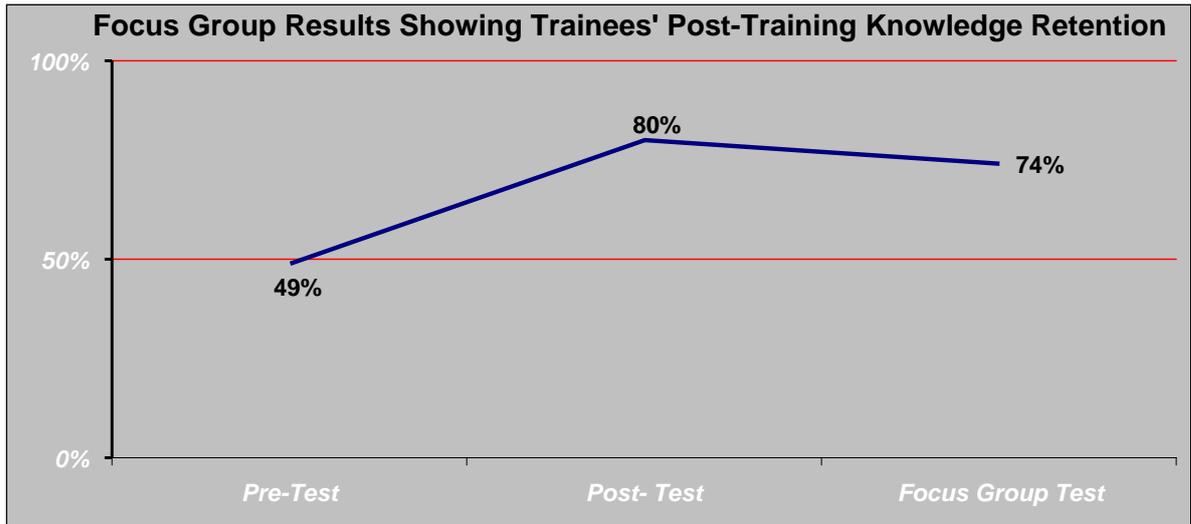


## Focus Group

In July 2008, AOCJ held a focus group with 15 prosecutors selected at random from the Cairo Appeals office to create a representative sample of prosecutors that received training. The session was led by Counselor Adel Zayed, President, Court of Appeals, First Deputy, Department of Judicial Inspection for Prosecution Offices, and Mr. Mark Dietrich, Senior Legal Advisor from East West Management Institute, Mr. Ahmed Zohny, AOCJ Human Rights Legal Advisor, and Mr. Sherif El Diasty, AOCJ Legal Advisor.

The focus group discussed the “Human Rights and the Right to Counsel in Criminal Justice” trainings provided from November 2007 – June 2008 in conjunction with USAID. In particular the trainees identified key parts of the lessons, as well as other topics, they wished that future trainings would cover in more detail. Following the meeting, each participant was given a questionnaire to give them a larger opportunity to write down their ideas in a more frank and open manner.

The focus group participants were also given a substantive test on the training topics to determine if they retained the knowledge gained. The chart below shows the participants test scores following the meeting and demonstrates a high degree of knowledge retention.





## **ANNEX A**

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### Success Story: Access to Justice and Human Rights Training for Prosecutors







**USAID**  
FROM THE AMERICAN PEOPLE

ADMINISTRATION OF CRIMINAL  
JUSTICE PROJECT

# Success Story: Access to Justice and Human Rights Training for Prosecutors

**360 experienced prosecutors from around Egypt trained on right to counsel and human rights issues in the criminal justice context.**



*USAID CTO, Laura Gonzales (left), and representative of the PGO and AOCJ at a closing ceremony for the right to counsel and human rights training for Egyptian prosecutors.*

PHOTO: AOCJ PROJECT

U.S. Agency for International Development  
[www.usaid.gov](http://www.usaid.gov)

**CHALLENGE** Adherence to new and existing laws, as well as international best practices, regarding access to justice, right to counsel for criminal defendants, and human rights in the criminal justice context, requires that those in positions of power (such as government prosecutors) be well informed of these matters. The passage of Law 145 in July 2006 was a significant milestone in broadening criminal defendants' right to counsel in Egypt. The challenge presented by this new law was to ensure that prosecutors responsible for its implementation were trained on, and aware of, the requirements of the law. Educating those in influential positions can have a profound impact due to their ability to help ensure enforcement of new standards. This was the approach taken by the Administration of Criminal Justice project (AOCJ) after the passage of Law 145.

**INITIATIVE** The Prosecutor General's Office of Egypt and AOCJ teamed up on designing and implementing an extensive training program targeting prosecutors nationwide on the right to counsel requirements embodied in Law 145 and on human rights issues in the criminal justice context. AOCJ designed the program to guarantee the highest level of compliance and achievement by attendees. The Prosecutor General agreed to serve as an instructor for the duration of the course and assigned other senior level prosecutors to carry out the training.

**RESULTS** 360 experienced prosecutors from around the country completed training from November 2007 through June 2008. Pre- and post- training tests were administered to all participating prosecutors to measure the impact of the program. The 360 participants showed an impressive 25% average increase in knowledge from the pre-training test to the post-training test. Perhaps even more important, AOCJ conducted a follow-up meeting with a focus group of trainees after the conclusion of training with another test administered showing that trainees maintained a high level of knowledge. The program will help ensure the respect for newly enshrined legal provisions governing right to counsel and the continued application of human rights standards in Egypt.



## **ANNEX B**

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### Comparison of Project Accomplishments vs. Benchmarks





**State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”; (Program Sub-Element 2.1.3.2: Operations of Institutions and Actors)**

<b>Performance Indicator 2.1.3.A:</b> Number of points achieved in completing automation of the Public Prosecution office per year (and cumulative ratio of points achieved to total points targeted.) (This is a mission-specific, or “custom,” indicator, and is a revision of the indicator formerly numbered 21.3.11.)												
Results Data	Baseline 2006		2007		2008		2009		2010		2011	
	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio
<b>Targeted</b>			4	8 %	21	50%	17	84%	4	92%	4	100%
<b>Actual</b>	0	0%	11	22%	8	38%						
<p><b>Indicator Description (Definition):</b> This indicator measures the number of points achieved in the process of automating the Public Prosecution office. Points correspond to specific automation activities that will be carried out by the project in each targeted Public Prosecution office. It also shows a cumulative ratio of the total number of points achieved compared to the total targeted, thus demonstrating progress towards completion of all automation activities on a percentage basis. Points are allocated for the following project activities (1) connection of location to PIC wide area network (WAN); (2) installation of a local area network (i.e., LAN cabling) in each target location; and (3) milestone progress toward the automated case file system. The breakdown of points is as follows:</p> <p><b>High Court building</b> (10 points total): 5 locations (Tech. Off., Intl. Coop., Jud. Inspect., Galaa Satellite, Hub) each with 1 point for WAN and 1 point for LAN</p> <p><b>Qattameya</b> (10 points total) (NOTE: this was changed from 12 points to 10 points on October 20, 2008 due to the removal of State Security location as noted in Additional Comments 2008 below): 6 locations (Monetary, Tax, Fin. &amp; Comm., PIC, Hub, State Security [removed Oct. 20, 2008 (see note in Additional Comments below)]) each with 1 point for WAN and 1 point for LAN</p> <p><b>Alexandria</b> (10 points total) (NOTE: this was changed from 8 points to 10 points on October 20, 2008 due to the addition of Al Raml #2 as noted in Additional Comments 2008 below): 4 locations (Alex. Appeals., East Alex., Al Raml #1, Al Raml #2, Hub) each with 1 point for WAN and 1 point for LAN</p> <p><b>Automated Case File System</b> (20 points total): milestone progress with points indicated in parenthesis for each of the following activities- (a) Completion of the IT assessment (3 points); (b) Preparation and publication of the system integrator RFP (2 points); (c) Analysis and award of the system integrator RFP (2 points); (d) Development and testing of automated case file software, which is composed of the following five activities: d.1. develop and finalize overall technical approach (1 point); d.2. develop and finalize functional requirements of automated case file system (1 point); d.3. develop, test, and demonstrate prototype software system (1 point); d.4. develop, test, deploy alpha release at PIC (1 point); d.5. develop, test, deploy beta release at PIC (1 point) (Note: On October 20, 2008, the 5 point assignment for “Development and testing of automated case file software” was broken down to detail five steps, each of which is assigned 1 point).</p> <p>(e) Implementation of the automated case file software in pilot location (4 points); and (f) Automated case file software accepted by PGO for replication in other sites (4 points)</p> <p><b>Total possible points for completion of all activities is: 50</b></p>												
<b>Unit:</b> Number of points and ratio (expressed as a percentage of total targeted that have been achieved)												
<b>Data Source:</b> PIC/PGO and project records; site visits conducted by USAID.						<b>Rationale:</b> Automation of the Public Prosecution will ultimately improve workflow processes, including the ability of prosecutors to share case file information with defense attorneys so they can carry out a fair and effective defense. Automation will also increase access to information to prosecutors and administrative productivity, thereby improving fair and timely decision-making.						<b>Critical Assumptions for Indicator:</b> None

<b>Schedule/Frequency of Data Collection:</b> Quarterly	<b>Method/Approach of Collection/Calculation:</b> Through a review of project records and records from the Prosecution Information Center (PIC) and the Prosecutor General's Office (PGO), the number of completed automated components will be totaled and added to the previous year's total to create a cumulative number over time. To calculate the cumulative ratio showing progress toward completion of automation activities, the cumulative number of points will be divided by the total points to create a cumulative ratio. The total possible number of points is 50 (15 points for WAN, 15 points for LAN, and 20 points for automated case file due to the importance of the automated case file).
<b>USAID Responsible Officer:</b> Project Cognizant Technical Officer	
<b>Data Limitation and Quality Assessments:</b> Quality of data found in project records can be checked through counterparts, direct observation, and site visits by USAID. Data quality assessments will be conducted at regular intervals by USAID.	<b>Data Analysis:</b> Trend over time, showing progress towards completion of all automation activities. <b>Dissemination Plan:</b> In quarterly reports and annual progress reports
	<b>Other Donors in Sector:</b> EU
<b>Indicator's Relevance to <u>Gender</u>:</b> N/A	
<b>Indicator's Relevance to <u>Poverty</u>:</b> Automation will result in the creation of an automated case file that can be accessed by public defenders earlier in the criminal process. This will allow them to mount a more effective defense for their indigent clients.	
<p><b>Additional Comments:</b></p> <p><b>2007:</b> the 11 points allocated can be divided as follows:  6 points for LAN cabling installation in Qattameya (PIC, Tax, Monetary, Fin. &amp; Comm., State Security, Hub)  5 points for milestones (a) and (b) of the automated case file system</p> <p><b>2008:</b> the 8 points allocated can be divided as follows:  4 points for LAN cabling installation in Alexandria (Alex. Appeals., East Alex., Al Raml #1, Hub)  2 points for WAN installation in Qattameya (1 point PIC, 1 point for Qattameya hub)  2 points for milestone (c) of the automated case file system (analysis and award of system integrator RFP)</p> <p>There is a 13 point discrepancy between the targeted and the actual number of points projected for 2008. This discrepancy is explained as follows: seven of the points which were anticipated to be achieved in 2008, were actually accomplished in 2007. The remaining six points were expected to be achieved from the installation of the LAN in the five sites at the High Court Building and installation of WAN in at least one of these sites. However, due to the delay in the selection and approval of a server room location in the High Court Building by the Ministry of Justice and the Prosecutor General's Office, construction of the server room, and thus the network wiring, was delayed. The Project anticipates that the installation of LAN will be completed by early 2009 and the WAN by the end of 2009.</p> <p>(Note: As of October 20, 2008, the State Security location is removed from the indicator definition above because it is no longer a location within the project scope of work. This location has been replaced by Alexandria location Al Raml #2. The assignment of 1 point for LAN cabling installation in the State Security office will remain in place for 2007. The project will not count any points for LAN cabling in Al Raml #2 location to ensure that the total number of points for this indicator does not change.)</p>	

**State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”; (Program Sub-Element 2.1.3.4: Access to Justice)**

**Performance Indicator 2.1.3.B:** Annual number of positive modifications to legislation, regulations, or institutional policies to improve the justice system accomplished with USG assistance (“Custom,” or Mission-specific indicator)

Results Data	2006	2007	2008	2009	2010	TOTAL
Targeted						
AOJS II:	---	---	1			
Criminal Justice:	---	---	1	1	1	
Family Justice:	---	---	1			
Total:	---	---	3			
Actual						
AOJS II:	0	3				
Criminal Justice:	2	2	1			
Family Justice:	0	0				
Total:	2	5				

**Indicator Description (Definition):** Positive modifications are new or amended laws, regulations or policies that are intended and considered to improve the justice system in the areas covered by the three projects—AOJS II, Criminal Justice and/or Family Justice. While modifications that are adopted may not be fully attributable to USG efforts in the relevant projects, the criterion for counting a positive modification is that its adoption by the respective ministry is at least partially attributable to project efforts and activities.

**Unit:** Annual number of positive modifications

**Data Source:** Documentation of modifications in the Ministry of Justice and narrative descriptions in Implementing Partners’ Quarterly and Annual Progress Reports

**Rationale:** This indicator measures the outcome of USG programs to promote improvements in the legal, regulatory, and policy framework affecting the justice system.

**Critical Assumptions for Indicator:** None

**Schedule/Frequency of Data Collection:** Annually

**Method/Approach of Collection/Calculation:** The process is simply a matter of each Implementing Partner’s documenting all positive modifications in their progress reports.

**Responsible Officer:** Margaret Groarke, Cognizant Technical Officer

**Data limitation and Quality Assessments:** There are no known limitations to the data being reported for this indicator. Verifying Implementing Partners’ reports can be easily done by the CTO, who is familiar with project efforts and with changes occurring in the legal framework of the Egyptian justice system

**Data Analysis/Dissemination Plan:** The implementing partner will transmit the data to USAID/Egypt in its quarterly and annual reporting and USAID will then share the data to other stakeholders as appropriate.

**Other Donors in Sector:**

**Indicator’s Relevance to Gender:** In some cases, modifications are expected to benefit women, while others are expected to benefit both men and women equally.

**Indicator’s Relevance to Poverty:** In some cases, modifications are expected to improve the access to effective justice by poor Egyptians.

**Additional Comments:** This is a new indicator established in 2007. There were no targets in 2006 or 2007. In 2008 there several modifications to GOE legislation, regulations, or policies that are at least partially attributable to AOCJ project efforts and activities.

**2008:** The positive modification counted in 2008 concerns a GOE policy change related to defense attorney fees, as embodied in PGO Circular 34 of 2007 regarding the estimation and

payment of appointed counsel fees. This policy change is considered at least "partially attributable" to AOCJ Component 2 project activities because AOCJ has consistently raised the issue of public defense fees as a significant item requiring GOE attention (see, e.g., AOCJ Draft Assessment of the Public Defense Mechanism in the Egyptian Criminal Justice System, December 27, 2006, pages 12-13, specifically recommending revision and adjustment of the fee schedule for appointed counsel).

**State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”**

Performance Indicator 2.1.3.b: Number of justice sector personnel that received USG training (OP, or “standard,” indicator, formerly #21.3.9)						
Results Data	2006 Baseline	2007	2008	2009	2010	2011
Targeted: Male:		200	350	300	300	0 <sup>2</sup>
Female <sup>1</sup> :		0 <sup>1</sup>	0 <sup>1</sup>	0 <sup>1</sup>	100	0
Total:		200	350	300	400	0
Actual: Male:	0	252	1674			
Female <sup>1</sup> :	0 <sup>1</sup>	0 <sup>1</sup>	85 <sup>1</sup>			
Total:	0	252	1759			
<p><b>Indicator Description (Definition):</b> According to the general definition for this “standard” indicator: Personnel include judges, magistrates, prosecutors, advocates, inspectors and court staff. [October 20, 2008: Note that while “Prosecutor General Office (PGO) staff” is not expressly listed as included in “personnel” for this standard indicator, the Project is counting the training of PGO staff as “prosecutors” are included in the definition of “justice sector actors” and accordingly, staff (i.e., “personnel” within that office should be included in “justice sector personnel.”] Training refers to all training or education events, whether short-term or long-term, in-country or abroad. Each training participant is counted only once in a given year, even if he/she has attended more than one training event. In addition, inclusion in a previous year’s count does not exclude a person from being counted in subsequent years, if he/she has received training in both years. Training conducted by project staff and training conducted by counterparts using AOCJ-prepared training curricula both qualify as “USG training” here.</p> <p><b>Unit:</b> Number of personnel trained in a given year</p>						
<b>Data Source:</b> Attendance sheets completed by training participants at every training event.		<p><b>Rationale:</b> This is a required Operational Plan, or “standard” Indicator. The rationale for this required Operational Plan, or “standard” indicator is that better trained personnel are a prerequisite for an improved legal system.</p> <p><b>Critical Assumptions for Indicator:</b> The use of this indicator is based on the assumption that the Prosecutor General’s Office (PGO) will continue to approve the training of prosecutors.</p>				
<b>Schedule/Frequency of Data Collection:</b> Ongoing, as events occur.		<p><b>Method/Approach of Collection/Calculation:</b> Attendance data will be collected via sign-in sheets completed at every AOCJ-sponsored training event. Those data will be entered into an Excel spreadsheet by the Training Administrator and reviewed by the Training Coordinator. Then the M&amp;E Specialist will import this data to the MS Access training database, review it again, and produce queries to avoid duplication of names.</p>				
<b>Responsible Officer:</b> Project Cognizant Technical Officer						
<p><b>Data Limitation and Quality Assessments:</b> A DQA was conducted on August 27, 2007 on data collected and being reported for FY 2007. The data are final for the year, as no additional training will be conducted until FY 2008. The DQA found the data reported to USAID and the means of collecting and analyzing the data to be of high quality, with no limitations warranting concern.</p>		<p><b>Data Analysis/Dissemination Plan:</b> Data analysis will allow the calculation of the total, unduplicated number of individuals trained in a given year, and the disaggregation of that total into numbers of males and females. Analysis will also allow the creation of time trends showing the number of personnel trained over time. Data will be reported/disseminated in quarterly M&amp;E updates and annual progress reports to USAID</p>				
		<p><b>Other Donors in Sector:</b> UNDP for human rights</p>				
<p><b>Indicator's Relevance to Gender:</b> While training data will be disaggregated by sex, there are no female prosecutors, so gender relevance is low. Note, however, that as of FY 08, we began to train personnel within the PGO, which includes women.</p>						

**Indicator's Relevance to Poverty:** Training of attorneys to serve as public defenders will improve their ability to effectively represent indigent clients, so this indicator does have some relevance to poverty.

**Additional Comments:** <sup>1</sup>The majority of trainees for the AOCJ project will be prosecutors and there are no female prosecutors. Accordingly, no women were originally targeted. However, in the implementation stage of the project, female administrative staff of the Public Prosecution office have been and will continue to be trained.

<sup>2</sup> No training is included for FY 2011 because this period of the project effectively only includes the 3 months from October 1, 2010 through December 31, 2010. The project close-out period will begin on January 1, 2011 and the actual project close down is expected on March 22, 2011.

**2007:** The target of 200 was exceeded due to a higher-than-expected number of entry-level prosecutors in a human rights training conducted at the National Center for Judicial Studies (NCJS). The 252 included 241 entry-level prosecutors trained at the NCJS and 11 experienced prosecutors trained in the PIC IT Workshop.

**2008:**

- Exactly 360 prosecutors were trained, as predicted, in the combined Comp. 1-2 practical training on right to counsel and human rights. The 360 figure was exceeded due to completion of previously unforeseen training of 1246 prosecutors on the newly-agreed upon Public Prosecution legal database for the Public Prosecution. Three PIC staff members also received training to reach the grand total of 1609 for 2008.
- AOCJ started the basic computer training for 150 employees, 85 of them are female.

**State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1:”Rule of Law & Human Rights”; Program Element 2.1.3: “Justice System”**

Performance Indicator 2.1.3.f: Number of legal institutions and associations supported by USG (OP, or “standard,” indicator, formerly #21.3.6)						
Results Data	Baseline 2006	2007	2008	2009	2010	2011
Targeted		2	2	3	2	1
Actual	0	2	1			
<p><b>Indicator Description (Definition):</b> According to State/F: To be counted here are both governmental and non-governmental institutions and associations that focus on administering and improving the legal system. For the USAID Administration of Criminal Justice project, the targets for support include the Public Prosecution office, the National Center for Judicial Studies (NCJS), and the Bar Association. “Supported by USG” means that the institution or association has received at least some project assistance (training, technical assistance, funding, etc.) at some time during the year in question.</p> <p><b>Unit:</b> Institution or Association supported by USG</p>						
<p><b>Data Source:</b> Project records; site visits conducted by USAID.</p>		<p><b>Rationale/Critical Assumptions for Indicator:</b> The rationale for this USAID OP, or “standard,” indicator is that strengthened and more effective institutions and associations are essential to improved rule of law.</p>				
<p><b>Schedule/Frequency of Data Collection:</b> Ongoing during project implementation</p>		<p><b>Method/Approach of Collection/Calculation:</b> All the necessary data are contained within project records and readily retrievable.</p>				
<p><b>Responsible Officer:</b> Project Cognizant Technical Officer</p>						
<p><b>Data Limitation and Quality Assessments:</b> A DQA was conducted on August 27, 2007 on data collected and being reported for FY 2007. The data are final for the year, as no additional institutions will be assisted during the year. The DQA found the data reported to USAID and the means of collecting and analyzing the data to be of high quality, with no limitations warranting concern.</p>		<p><b>Data Analysis/Dissemination Plan:</b> Being assembled from project records; the records will be disseminated to USAID via annual and quarterly reports.</p>				
		<p><b>Other Donors in Sector:</b> UNDP, EU</p>				
<p><b>Indicator's Relevance to Gender:</b> Not applicable, as the work of all the institutions and associations supported is gender neutral.</p>						
<p><b>Indicator's Relevance to Poverty:</b> USG support to the Bar Association to help improve and strengthen the existing public defense system will ultimately lead to better legal representation of indigent criminal defendants.</p>						

**Additional Comments:**

2007: The two institutions supported were the Public Prosecution office and the NCJS. In 2008, it is expected that the Bar Association will be added to those institutions and associations receiving assistance.

**2008:** The only GOE institution assisted during 2008 was the Public Prosecution. The other intended recipient of AOCJ assistance was the Bar Association, but AOCJ did not provide assistance to the Bar during the reporting period. In 2009, AOCJ expects to assist the Public Prosecution, the NCJS, and the Bar Association.

## **ANNEX D**

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### Project Bibliography



## **ANNEX D**

### **AOCJ PROJECT BIBLIOGRAPHY**

#### **Component 1: Automation**

1. Technical Approach Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, June 12, 2008, currently under revision.
2. Phase 1 Installation Plan, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, February 21, 2008.
3. Phase 1 HW/SW Test and Acceptance Plan, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, March 18, 2008.
4. Business Requirements Assessment Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, May 6, 2008.
5. Customized/COTS Comparison Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, May 15, 2008.
6. Training and Capacity Building Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, June 9, 2008.
7. Phase 2 Hardware & Software Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, July 8, 2008.
8. PPOAS Functional Requirements Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, August 14, 2008.
9. Basic Training Plan, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, August 14, 2008.
10. Building Infrastructure Recommendations Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, August 26, 2008.
11. PPOAS Detailed Project Plan, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, September 18, 2008.
12. Network Infrastructure Requirements Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, September 18, 2008.
13. Electrical and Building Recommendations Report, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, September 18, 2008.
14. Installation Plan for Network Infrastructure, unpublished report prepared by AOCJ/AMC for review of the PGO/PIC, September 18, 2008.

## **Component 2: Public Defense**

1. Proposal for A Practical Training on Human Rights in Criminal Justice and Right to Counsel for 360 of members of the Public Prosecution, unpublished proposal prepared for Egyptian PGO and USAID by the AOCJ Project, October 25, 2007.
2. Legal Training Material on the Right to Counsel in Egypt, along with a presentation of the practical aspects of exercising that right before the Public Prosecution, unpublished material prepared for Egyptian PGO by the AOCJ Project, November 7, 2007.
3. Key Elements for Strengthening the Egyptian Public Defense System, unpublished report prepared by AOCJ for review and approval of the PGO and USAID, February 18, 2008.
4. Proposal for Training of Trainers Program for Legal Data Base for 263 Prosecutors, unpublished proposal prepared by AOCJ for PGO review, March 23, 2008.
5. Report on Installation of the Legal Data Base in Prosecution Offices, unpublished report prepared by AOCJ for PGO, June 19, 2008.
6. Proposal for Prosecutorial Focus Group to Assess Impact of Human Rights and Right to Counsel Training, unpublished proposal prepared by AOCJ for PGO, June 29, 2008.
7. Proposal for Observational Study Tour to Holland for Members of the Egyptian Public Prosecution, unpublished proposal prepared by AOCJ for PGO and USAID review, July 13, 2008.
8. Handbook on Right to Counsel, unpublished report prepared by the AOCJ for review and approval of the PGO, September 3, 2008.

## **Component 3: Human Rights Curriculum and Training**

1. Proposal for A Practical Training on Human Rights in Criminal Justice and Right to Counsel for 360 of members of the Public Prosecution, unpublished proposal prepared for the PGO and USAID by the AOCJ Project, October 25, 2007.
2. Materials for six lectures and teaching instructions prepared by the AOCJ for review by the PGO for the “Practical Training on Human Rights in Criminal Justice and Right to Counsel”, October 25, 2007.
3. AOCJ Comments on Judicial Independence Bullet Points, unpublished report prepared for review by the USAID, November 1, 2007.
4. AOCJ Comments on State Security Courts, unpublished report prepared for review by the USAID, November 5, 2007

5. Draft Proposal for a Law on the “Council of Judicial Institutions”, unpublished report prepared for review by the USAID, November 25, 2007.
6. Egyptian Ordinary Courts in a Nutshell, unpublished report prepared for review by the USAID, November 28th, 2007.
7. The Public Prosecution in a Nutshell, unpublished report prepared for review by the USAID, November 30, 2007
8. Administration of Criminal Justice: Curriculum Review, unpublished report prepared for USAID Egypt by the AOCJ Project/Blue Law International, December 22, 2007.
9. Prosecutor Selection and Appointment Process, unpublished report prepared for review by the USAID, January 17, 2008.
10. Part Three of the Human Rights Curricula “Trial Phase”, draft curriculum prepared for review by the PGO by the AOCJ Project, February 14, 2008, resubmitted after including amendments suggested by the PGO, June 5th, 2008.
11. Part Four of the Human Rights Curricula “Execution of Sentences and Inspection of detention Centers”, draft curriculum prepared by AOCJ for review by the PGO, July 17, 2008.
12. Proposal for Prosecutorial Focus Group to Assess Impact of Human Rights and Right to Counsel Training, unpublished proposal prepared by AOCJ for PGO, June 29, 2008.
13. Consolidated Human Rights Curriculum, curriculum prepared by AOCJ for final review by the PGO, September 21, 2008.

## **Annual, Quarterly, and Monthly Reports**

1. Monthly Report for October 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, November 5, 2007.
2. Monthly Report for November 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, December 3, 2007.
3. Monthly Report for December 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, December 17, 2007.
4. Monthly Report for January 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, January 31, 2008.
5. Monthly Report for February 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, March 2, 2008.
6. Monthly Report for March 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, April 2, 2008.
7. Monthly Report for April 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, May 4, 2008.
8. Monthly Report for May 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, June 2, 2008.
9. Monthly Report for June 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, June 30, 2008.
10. Monthly Report for July 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, July 31, 2008.
11. Monthly Report for September 2008, unpublished report prepared for USAID\Egypt by the AOCJ Project, October 8, 2008.
12. Administration of Criminal Justice: Annual Report for FY 2007, unpublished report prepared for USAID\Egypt by the AOCJ Project, October 31, 2007.
13. Quarterly Report for Q1 (October-December 2007), unpublished report prepared for USAID\Egypt by the AOCJ Project, January 31, 2008.
14. Quarterly Report for Q2 (January-March 2008), unpublished report prepared for USAID\Egypt by the AOCJ Project, April 30, 2008.
15. Quarterly Report for Q3 (April-June 2008), unpublished report prepared for USAID\Egypt by the AOCJ Project, July 31, 2008.

## **ANNEX E**

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### List of Technical Assistance Activities



## **ANNEX E**

### **LIST OF TECHNICAL ASSISTANCE ACTIVITIES**

**1. Miles Sedgwick, Procurement Specialist.**

**Duration of Consultation:** 39 Days

**Purpose of Consultation:** Following up on assisting in the drafting of the AOCJ System Integrator RFP for procurement of local software development and system integration services, Mr. Sedgwick returned to AOCJ to serve on the technical selection committee for award of the RFP. Mr. Sedgwick evaluated, researched, and compiled ratings for all submitters, ensuring compliance with USAID and Chemonics standards.

**Achievements:**

- Compiled all technical selection committee documents.
- Evaluated each proposal based on cost and technical merits.
- Liaised with counterpart, HO, and bidders to ensure smooth and successful evaluation and award process.

**2. Andrew Colquitt, IT Procurement Specialist.**

**Duration of Consultation:** 15 Days

**Purpose of Consultation:** Liaised with the AOCJ staff, AOCJ's system integrator, and the staff of the Prosecutor Information Center to design detailed IT hardware and software specifications for Phase 2 of the automation effort. Liaised with Chemonics' Procurement Department and other Chemonics home office staff as necessary to ensure compliance with applicable USAID regulations and Chemonics' internal guidelines in drafting the RFP for the Phase II equipment. Mr. Colquitt followed on by assisting in the evaluation process and refining RFP requirements.

**Achievements:**

- Completed hardware and software specifications.
- Completed RFP in coordination with HO Procurement Department.
- Assisted in evaluating RFP responses.

**2. Christopher Scott, Project Director/Chairman of Technical Selection Committee**

**Duration of Consultation:** 15 Days

**Purpose of Consultation:** Building on his relationship with the client and counterpart, Mr. Scott served as Chairman of the SIS RFP Technical Selection Committee. He designed and revised the technical selection criteria and prepared the committee members for the process. He played a major role in ensuring coordination between the home office, AOCJ field office, client, and counterpart that abided by USAID and Home Office regulations. Finally, Mr. Scott served as a key advisor in drafting and awarding the subcontract to Amiral Management Corporation.

**Achievements:**

- Complete set of evaluation guidelines and directions for technical selection committee.

- Completion of evaluation round, first round, and BAFO rounds of review for the SIS RFP.
- Drafting and award for the subcontract to AMIRAL Management Corporation.

**3. Marilyn Tedeschi, Contracting Specialist**

**Duration of Consultation:** 12 Days

**Purpose of Consultation:** Ms. Tedeschi served as the Chemonics representative in drafting and negotiating the award of the SIS award to Amiral Management Corporation. Ms. Tedeschi ensured technical and contractual compliance and realism through face-to-face negotiations with AMIRAL pursuant to governing USAID procurement regulations. Additionally, Ms. Tedeschi provided guidance and technical expertise on all contractual matters, financial and procurement procedures in accordance with FAR and AIDAR to facilitate USAID consent to subcontract.

**Achievements:**

- Draft of subcontract text.
- Integration of Amiral, counterpart, and Chemonics International revisions into the text.
- Agreement and signature of subcontract.
- Consent from USAID to subcontract.

**4. Jeff Walker, Human Rights/ Training Methodology Specialist**

**Duration of Consultation:** 15 Days

**Purpose of Consultation:** Mr. Walker returned to Egypt to provide technical assistance in evaluating and improving Component 2 and 3 curricula. Specifically, he observed and reported on the CLE training of December 8-13, 2007, focusing on participant involvement, interaction, and teaching methods. Based on these observations and participant evaluation forms, surveys, and test results he provided recommendations for improvements, as required, for forthcoming trainings. To further improve these curricula and the entry-level human rights training, he worked with Human Rights Legal Advisor (Component 3) Ahmed Zohny and Chief of Party William Hallock to provide input and make revisions.

**Achievements:**

- Revisions and modification to Parts Three of the ELT human rights curriculum and provided suggestions for beginning development of Part Four of the curriculum.
- Overview and analysis of participant evaluations and test results from the December 8-13, 2007 training.
- Recommendations for revisions of CLE human rights course methodology and/or materials for use course offerings between January and June 2008.

**5. Anthony Leone, Legal Consultant**

**Duration of Consultation:** 35 days

**Purpose of Consultation:** Mr. Leone began providing legal advice and technical assistance for Component 2 activities in the absence of a full time

public defense specialist. Upon the arrival of Sherif El Diasty to fill this vacancy, Mr. Leone provided him component background and materials. Mr. Leone continues consulting through analysis and revision of component activities as well as drafting applicable procedures for improvement of the bar association's attorney list maintenance and distribution.

**Achievements:**

- Orientation of Mr. Diasty as well as support and technical assistance to Component 2 staff.
- Regular progress reports on component accomplishments.
- Brief report, drafted jointly with consultant Mr. Mohamed Khalaf, identifying the most significant limitations and impediments preventing effective utilization of the existing free criminal legal aid system in general.

**6. Mark Dietrich, Component Two Technical Assistance and Management/Oversight Consultant**

**Duration of Consultation:** 38 days

**Purpose of Consultation:** Mr. Dietrich worked with Mr. Sherif El Diasty to evaluate the status and direction of component 2 activities, including CLE training and the viability of observational study tours. Mr. Dietrich provided technical input into development of a prosecutor handbook on the right to counsel, assisted in the ongoing technical analysis of the existing legal framework and identify practical ways to implement new laws and regulations related to the provision of defense counsel services, and strategized with Mr. El Diasty and the COP Mr. Hallock regarding future Component 2 activities.

**Achievements:**

- Orientation of Mr. Diasty as well as support and technical assistance to Component 2 staff.
- Provided technical/comparative input into AOCJ's analysis of the existing legal framework and identification of practical steps that can be taken to implement new governing laws and regulations regarding defense counsel.
- Meet with Mr. Hallock, Mr. El-Diasty, USAID, and local counterparts to discuss status of Component 2 activities and plans for future activities.
- Provided assistance and guidance in the drafting of a prosecutorial handbook.

**7. Lisa Dickieson, Management/Oversight/Project Director/Acting COP**

**Duration of Consultation:** two trips of 15 days and 45 days respectively

**Purpose of Consultation:** Trip one was to prepare for her extended assignment as acting COP, meet with the AOCJ field staff and USAID to discuss project status and next steps, including major activities. Trip two was when Ms. Dickieson returned to Egypt as Acting COP for Hallock's Home Leave, managing the project and guiding technical activities.

**Achievements:**

- Reviewed current project activities, planned activities, and coordinated with the COP and other project staff regarding the activities expected to take place during the period when Ms. Dickieson will serve as Acting COP
- Engaged in longer-term strategic planning for the project as the home office project Director.
- Met with USAID to discuss status of project activities and plans for future activities.
- Managed upgrading of high court facilities and supervised official launch of the PIC.

## **ANNEX F**

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### List of In-Country Courses and Seminars



**ANNEX F**  
**List of In-Country Courses and Seminars**  
**Fiscal Year 2008**

**Key:**

PIC: Prosecution Information Center

PP: Public Prosecutors

PGO: Prosecutor General's Office

Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Number	Total
<b>Component 1: Automation of the Public Prosecution and Establishment of the Prosecution Information Center</b>								
<b>Advanced IT Trainings for PIC Staff</b>								
A+ Essential	Course	4-8May	Cairo	4	1	PIC	3	3
Managing and maintaining Windows 2003 Environment	Course	3-19May	Cairo	5	1	PIC	3	3
Fundamentals of Network Security	Course	15-26Jun	Cairo	5	1	PIC	3	3
Interconnecting Cisco Network Devices V2.1-Part 1	Course	13-17Apr	Cairo	5	1	PIC	3	3
Interconnecting Cisco Network Devices V2.1-Part 2	Course	20-24Apr	Cairo	5	1	PIC	3	3
ITIL Foundation Level	Course	9-11Jun	Cairo	3	1	PIC	3	3
Oracle Database 10g: SQL: Fundamental I	Course	6-8 Jul	Cairo	3	1	PIC	3	3
Oracle Database 10g: SQL: Fundamental II	Course	9-10 Jul	Cairo	2	1	PIC	3	3
Supporting Users Running the Microsoft Windows XP Operating System	Course	6-8Apr	Cairo	3	1	PIC	3	3
Supporting Users Running Applications on a Microsoft Windows XP Operating System.	Course	9-10 April	Cairo	3	1	PIC	3	3

Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Number	Total
<b>Basic IT Trainings for PGO / PIC Staff</b>								
Basic IT Training for Tax Evasion Prosecution Office	Practical Training	June-Aug	Qattameya	22	1	PGO	25	25
Basic IT Training for Financial and Commercial Affairs Prosecution Office	Practical Training	June-Aug	Qattameya	22	1	PGO	21	21
Basic IT Training for Supreme Public Monetary Prosecution Office	Practical Training	June-Aug	Qattameya	22	1	PGO	42	42
Basic IT Training for Alexandria Appeal Prosecution	Practical Training	Aug-Sept.	Alexandria	22	1	PIC	10	10
Basic IT Training for East Alexandria Provincial	Practical Training	Aug-Sept.	Alexandria	22	1	PIC	41	41
Basic IT Training for Al-Raml First Qesm	Practical Training	Aug-Sept.	Alexandria	22	1	PIC	8	8
Basic IT Training for Al-Raml Second Qesm	Practical Training	Aug-Sept.	Alexandria	22	1	PIC	7	7
<b>Component 2: Strengthening the Public Defense System</b>								
<b>Right to Counsel / Law 145 Training</b>								
Familiarization workshop for instructors of updating in Law 145 training	Practical Training	3-8 Nov	Cairo	1	1	PGO	8	8
Law 145 Familiarization Training for the Public Prosecution of Cairo	Practical Training	24-29 Nov	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Giza	Practical Training	8-13 Dec.	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Alex	Practical Training	19-24 Jan	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Tanta	Practical Training	2-7 Feb.	Cairo	1	2	PP	20	40

Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Number	Total
Law 145 Familiarization Training for the Public Prosecution of Mansoura	Practical Training	1-6 March	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Esmailia	Practical Training	5-10 April	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Bani Sweif	Practical Training	10-15 May	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Assiut	Practical Training	31 May-5 June	Cairo	1	2	PP	20	40
Law 145 Familiarization Training for the Public Prosecution of Qena	Practical Training	21 -26 June	Cairo	1	2	PP	20	40
Law 145 Familiarization Training Focus Group for the Public Prosecution	Focus Group	8 July	Cairo	1	1	PP	15	15
TOT For Legal Database Training								
TOT Training on Legal Data Base for the Public Prosecution of Qena	Practical Training	19- 21 April	Cairo	3	1	PP	34	34
TOT Training on Legal Data Base for the Public Prosecution of Assiut	Practical Training	22-24 April	Cairo	3	1	PP	40	40
TOT Training on Legal Data Base for the Public Prosecution of Beni Swief	Practical Training	10-12 May	Cairo	3	1	PP	34	34
TOT Training on Legal Data Base for the Public Prosecution of Ismailia	Practical Training	13-15 May	Cairo	3	1	PP	26	26
TOT Training on Legal Data Base for the Public Prosecution of Mansoura	Practical Training	31 May-2 June	Cairo	3	1	PP	48	48
TOT Training on Legal Data Base for the Public Prosecution of Tanta	Practical Training	3-5 June	Cairo	3	1	PP	42	42
TOT Training on Legal Data Base for the Public Prosecution of Tanta	Practical Training	21 -23 June	Cairo	1	2	PP	18	18
TOT Training on Legal Data Base for the Public Prosecution of Damanshour	Practical Training	24-26 June	Cairo	1	2	PP	22	22

Legal Database Training In Public Prosecutions								
Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Avg. Number	Total
Training on Legal Data Base for PGO	Practical Training	30-31 March	Cairo	2	4	PP	4	40
Training on Legal Data Base for Cairo Appeal Prosecution	Practical Training	11 March- 14 May	Cairo	28	32	PP	25	791
Training on Legal Data Base for Alexandria Appeal Prosecution	Practical Training	10-17 June	Alexandria	7	12	PP	21	253
Training on Legal Data Base for Tanta Appeal Prosecution	Practical Training	25 March	Cairo	1	1	PP	1	1
Training on Legal Data Base for Mansoura Appeal Prosecution	Practical Training	3 March	Cairo	1	1	PP	41	41
Training on Legal Data Base for Ismailia Appeal Prosecution	Practical Training	5 April	Cairo	1	1	PP	42	42
Training on Legal Data Base for Bani Suef Appeal Prosecution	Practical Training	10 May	Cairo	1	1	PP	41	41
Training on Legal Data Base for Assuit Appeal Prosecution	Practical Training	31 May	Cairo	1	1	PP	41	41
Training on Legal Data Base for Qena Appeal Prosecution	Practical Training	21 June	Cairo	1	1	PP	40	40

## Component 3: Development of Human Rights Curriculum and Training

### Human Rights in Criminal Justice

Training Description						Participants		
Training Activity Title	Training Type	Date	Location	Days	Events	Participants	Number	Total
Familiarization workshop for instructors of Human Rights training updating	Practical Training	3-8 Nov	Cairo	1	1	PGO	8	8
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Cairo	Practical Training	24-29 Nov	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Giza	Practical Training	8-13 Dec.	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Alex	Practical Training	19-24 Jan	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Tanta	Practical Training	2-7 Feb.	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Mansoura	Practical Training	1-6 March	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Esmailia	Practical Training	5-10 April	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Bani Sweif	Practical Training	10-15 May	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Assiut	Practical Training	31 May-5 June	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution of Kena	Practical Training	21 -26 June	Cairo	2	2	PP	20	40
Human Rights in Criminal Justice: A Practical Training for the Public Prosecution Focus Group	Focus Group	8 July	Cairo	1	1	PP	15	15