

FINAL REPORT

Fourth Semi-Annual Progress Report October 1, 2003 – March 11, 2004

PREPARED BY
ATR Project

SUBMITTED TO
Ministry of Foreign Trade
USAID/Cairo

SUBMITTED BY
Nathan Associates


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Fourth Semi-Annual Progress Report

October 1, 2003 – March 11, 2004

INTRODUCTION

During the six-month period from October 2003 through March 1, 2004, ATR continued to build upon the momentum generated in early 2003 with the pace of work continuing to accelerate on nearly all fronts. The successful Steering Committee retreat in Sharm El Sheikh in October further accelerated the project's activity through the focus that the work plan developed during the retreat brought to our efforts. Moreover, the arrival of significant amounts of IT equipment for the Ministry reinforced the feeling among all participants that ATR was delivering upon the promises made earlier in the program. By the end of this period, one million dollars of equipment had been procured and much of it had been installed in offices of the Ministry of Foreign Trade.

Training activity has also accelerated. A total of 587 persons received training in the period from October 2003 through March 11, 2004. Many of these courses were technical or advanced courses, such as Oracle or the Master's degree courses, rather than introductory courses in MS Windows or Word. Of particular interest is the accounting certificate program which consists of 5 semesters of courses at AUC being offered to nineteen employees of TAS.

ATR's work on WTO compliance and trade reform has also expanded during the reporting period. The project completed a number of sector assessments during this period, including textiles and garments, computer services, and financial services as well as a draft report on transport services. Two public awareness events were held with the Federation of Industry on WTO matters. In addition, a very successful conference was held on February 25 and 26, 2004 which acquainted the audience (both private and public sectors) with GATS basics, Egypt's participation in the GATS negotiations and the sector assessments being conducted. Speakers included Egypt's services negotiator in Geneva, the head of the Services Division at the WTO Secretariat (an Egyptian), and government and private sector speakers who spoke about services liberalization experience and potential in their sectors.

SHORT-TERM CONSULTANCIES

During the period from October 1, 2003 to March 11, 2003, the resident staff of ATR was assisted by twenty-five short-term consultants for a total of 696 days. Of that amount, 453 days were provided by American consultants, while 243 days were provided by Egyptian or third country national consultants. While these figures show an increase from the rate of consultant use here in the second year of the project, they do not adequately convey the acceleration in activity that has been occurring.

Use of Short-term Expatriate Technical Assistance October 1, 2003 – March 11, 2003

	Task	Date	LOE
Beryl York	Institutional Development Specialist	Oct-Mar	80
Peter Minor	Textile Sector Assessment	Oct-Dec	50
Eric Weaver	Modernization of Commercial Representation	Oct-Nov	18
Fulvio Carbonaro	IT Consultant	Oct-Nov	15
Charles Vandervoort	Transportation Services Sector Assessment	Nov-Dec	13
Victoria Waite	Trade Negotiations Training	Nov-Dec	12
Lance Graef	Trade Negotiations Training	Nov-Dec	20
Edward Russell	Financial Services Sector Assessment	Dec	14
Richard Self	Financial Services Sector Assessment	Dec	13
Jaleen Moroney	Management Support	Dec-Jan	22
Jesse Kreier*	Subsidies and Countervailing Duties Training	Jan	0
Judy Goans	Geographical Indications Training	Jan	12
Jeanmarie Meyer	Training on Transparency in Government Procurement	Jan	15
Josiah Dirk Stryker	Impact of Trade Reforms Study	Jan - Mar	31
Lynn Sallinger	Impact of Trade Reforms Study (in USA)	Jan – Feb	10
Daniel Plunkett	Impact of Trade Reforms Study (in USA)	Jan – Feb	15
Dorothy Stephenson	Impact of Trade Reforms Study	Jan-Mar	29
Lisa Yarmoshuk	Subsidies and Countervailing Duties Training	Feb-Mar	30
Paul McGarr	Training for DC/ITP on Subsidies	Feb	15
Vilaysoun Loungnarath*	Dispute Settlement Training	Feb	0
Charles Vandervoort	Transportation Services Sector Assessment	Feb-Mar	25
Jaleen Moroney	Management Support	Mar	14
Total:			453

* Consultant/Trainers from the WTO for which we just pay travel expenses.

Use of Short-term Local Technical Assistance October 1, 2003 – March 11, 2004

Name	Task	Date	LOE
Ashraf Shams El Din	Local Financial Services Consultant	Dec	18
Iman Mohamed	Profiling Manufacturing Industries	Jan-Feb	20
Saleh Abdel Latif	GOEIC – IT Consultant	Nov-Dec	10
Tamer Agha	Institutional Development – FTPS	Nov	10
Captain Farouk El-Saigh	Transportation Services Assessment	Feb-Mar	10
Ahmed Ali	HR/Payroll Work Process Analysis	Feb-Mar	20
Wegdan Iman Sayed Aldefrawi	Senior Translator	Jan-Mar	70
Nanis Hassan Taha	Secretary/Receptionist	Feb-Mar	25
Mohamed Ramadan	Temporary Driver	Nov-Mar	60
Total:			243

These consultancies resulted in the following reports:

- “Changing International Trade Rules for Textiles and Apparel” by Peter J. Minor
- “Analysis of the Impact of Trade and Economic Policy Reforms on Key Sectors of the Egyptian Economy,” by Dirck Stryker, Dorothy Stephenson, Lynn Salinger, and Daniel Plunkett
- “Financial Services and Egypt’s Commitments in the GATS,” by Richard Self, Peter Russell, and Ashraf Sahms El Din
- “Assessment of Trade in Computer Services in Egypt in Relation to the GATS,” by Laura Sallstrom and Samir Makary
- Draft organization and management proposal for the Trade Agreements Sector, by Beryl York
- “Final Steps in the Evaluation and Contract Award for the implementation of the Automated Workflow System (AWFS)”, by Fulvio Carbanaro
- “The Egyptian Commercial Service: Considerations for Improving Operational Effectiveness” by Eric Weaver
- Workplan for an assessment of the transportation services sector in Egypt by Charles Vandervoort
- Draft “Assessment of Trade in Transportation Services in Egypt in Relation to the GATS”, Charles Vandervoort and Captain Farouk

In addition trip reports were filed by Judy Goans, Victoria Waite and Lance Graef, Jeanmarie Meyer, and Lisa Yarmoshuk.

From the inception of the project to now, a total of over 875 days of expatriate consulting has been utilized along with over 400 days of local consulting.¹

While technically not included as short-term level of effort, the project also hired technical support from both the Arab Academy and LADIS during this period. The Arab Academy, in addition to its role in providing training, assisted with the drafting of the development strategy for GOEIC’s training center in Dekheila. LADIS has provided assistance on a range of IT tasks.

LOCAL STAFFING

In order to support the higher level of activity in the project, three new staff positions were added on a temporary basis during this period. This included the positions of chief translator (Wegdan Iman Sayed Adelfrawi), secretary/receptionist (Nanis Hassan Taha), and temporary driver (Mohamed Ramadan). In the expectation that the activity level of the project will remain elevated into the option period, we intend to make the chief translator and secretary/receptionist positions permanent.

¹ Since Chris Rodrigo and Nadir Satti were hired with less than a year to go in the project, they are technically considered short-term consultants even though they are filling resident positions. Thus their level of effort during this period is charged against short-term LoE.

CONFERENCES

During this reporting period, ATR supported four external conferences and workshops and a steering committee retreat:

- a steering committee retreat in Sharm El Sheikh, October 16-19, 2003.
- in cooperation with the Federation of Egyptian Industries, a workshop introducing WTO-related awareness issues held on December 18, 2003.
- in cooperation with the Federation of Egyptian Industries, a workshop on WTO-related agricultural issues held on January 20, 2004.
- in cooperation with ATEP Project, Meat and Poultry Inspection on October 21-23, 2003.
- A workshop on Trade in Services, February 25-26, 2004.

Task I: Establishment of the CD/WTO

In the past six months, ATR has worked with the CD/WTO to finalize its organizational structure; complete two services assessments and prepare one draft assessment; hold two WTO public awareness events with the Federation of Egyptian Industries; sponsor a two-day seminar on services negotiations; draft an inventory of administrative work processes; offer several technical training programs, including training on WTO negotiations, subsidies, intellectual property rights, transparency in government procurement, dispute settlement, WTO principles and basics; draft job descriptions for the head of CD/WTO and heads of General Departments; and improve technical work processes at the CD/WTO.

SERVICES SECTOR ANALYSIS

ATR and the CD/WTO continued working on the sector analyses which were begun during the previous reporting period. Work was conducted on three sector analyses this period, computer services, financial services and transport services.

- *Computer Services*: This assessment was completed; an Arabic summary was prepared and will be sent to the Minister and presented to the High National Committee in the near future. A complete translation of the report into Arabic is being prepared.
- *Financial Services*: This assessment was completed (except for minor adjustments) and an Arabic summary is being prepared.
- *Transport Services*: A draft assessment has been prepared. The CD/WTO team will fill the gaps and finalize the assessment during the next reporting period.
- *Other Assessments*: While the assessments above are being finalized, we are in the process of identifying consultants to conduct the energy services assessment. The tourism expert was identified and is expected to undertake work in May/June. It is unclear whether the construction assessment will take place or whether it will be replaced by another sector.

PUBLIC AWARENESS CAMPAIGN

Early in the reporting period, a public awareness plan was drafted and approved by the Minister. It included a series of workshops with the Federation of Egyptian Industries, CD/WTO website, WTO newsletter, issue briefs, email news, etc.

- *Workshops with Federation of Egyptian Industries*: Two workshops were held with FEI, the first on WTO principles and obligations, the second on the Agriculture Agreement and negotiations. Nine more workshops are planned throughout the course of the upcoming year.
- *Services Seminar*: A major two-day seminar was held, which acquainted the audience (both private and public sectors) with GATS basics, Egypt's participation in the

GATS negotiations and the sector assessments being conducted. Speakers included Egypt's services negotiator in Geneva, the head of the Services Division at the WTO Secretariat (an Egyptian), and government and private sector speakers who spoke about services liberalization experience and potential in their sectors.

- *WTO Newsletter*: A plan for a WTO newsletter was drafted and approved. It will be published monthly and will target Ministry officials, media, and private sector (especially associations). Its objective is to improve awareness of ongoing trade issues affecting Egypt in the WTO. The first issue was initiated.
- *Email news*: There were few WTO developments after the Cancun setback but several email news articles were distributed.
- *CD/WTO website*: Though all material has been ready in both English and Arabic for several months, technical difficulties with Ministry servers and leased line have prevented the transfer of material from the old domain to the new one and thus the launch of the website. To get around this problem, we have arranged for the website to be hosted on a private server and it should be launched shortly.

SINGAPORE ISSUES REVIEW

- *Transparency in Government Procurement*: A public procurement expert provided intensive training to the CD/WTO government procurement and trade facilitation team, complemented by a team from the Government Procurement Authority (affiliated with the Ministry of Finance), on WTO discussions on transparency in government procurement (TGP). The officials were able to debate Egypt's stance on each aspect of transparency in government procurement. In the process it was discovered that Egypt has a transparent government procurement process by most standards discussed at the WTO, and that, therefore, it may be to the benefit of Egypt to demand similar transparency from its partner countries in the process of negotiations.
- *Trade Facilitation*: An action plan was drafted for Egypt to coordinate negotiations and public awareness on this topic, in coordination with relevant stakeholders. A consultant will be brought in the next period to provide training on WTO discussions in the subject.
- *Other Singapore Issues*: As competition and investment discussions are much less likely to progress to the negotiations stage (at least for the moment), more emphasis will be placed on trade facilitation and transparency in government procurement.

GEOGRAPHICAL INDICATIONS

An IPR expert was brought from the United States to mentor the CD/WTO IPR group (which includes two staff from the Egyptian Commercial Service). Her work included:

- A presentation on geographical indications (GIs), covering international agreements;
- A background paper on GIs and the proposed expansion of the TRIPS provisions from only wines and spirits to other goods;
- A document discussing the different strategies for protection of geographical designs followed in different countries around the world;

- A summary of the relevant provisions of various international agreements as they pertain to geographical indications or related subjects; and
- A short outline of a methodology for assessing the costs and benefits to Egypt of the proposal to expand GIs from just wines and spirits provisions to other goods.

ORGANIZATIONAL DEVELOPMENT

During the past six months, ATR has worked closely with the CD/WTO to complete the work on organizational restructuring and the development of management systems. By January, the head of the CD/WTO and the Trade Agreements Sector had agreed on a final structure for the organization that is very similar to that set out during our retreat in Ain Sukhna. This work has been simplified somewhat by the effort that is being made to organize the Trade Agreements Sector, which will be discussed under Task 3 below. Thus some of the administrative structures that had been contemplated for the CD/WTO will now be centralized in the Sector.

In implementing ATR's work in this area, the following tasks have been completed or are ongoing:

- *Job descriptions*: Job descriptions for the head of CD/WTO and heads of General Departments were drafted and submitted for approval.
- *Administrative work processes*: Administrative work processes that have negative effects on productivity were outlined. Recommendations to streamline them will be developed with the head of TAS's General Department of Administration and Management when this position is filled.
- *Technical and management work processes*: Work was initiated that reviews the technical work processes of each CD/WTO group to develop technical and management recommendations.

WTO TECHNICAL TRAINING

- *Training received*: In addition to training received in computer, technical writing, English, and management skills, training was received in the areas of WTO negotiations, subsidies, IPR, transparency in government procurement, dispute settlement, WTO principles and basics, etc. MBA scholarship recipients have completed one semester and are half-way through the second semester. The first intern at a large US law firm has almost completed her three-month internship in dispute settlement.
- *Training planned*: Further technical training is planned in dispute settlement (seminar and on-the-job), services, agriculture, SPS, TBT, and commercial diplomacy.

OTHER TASKS

- *ITA and BTA presentation*: ATR worked with CD/WTO staff to prepare a presentation on the Information Technology Agreement and the Basic Telecom Agreement. The presentation was given by the head of CD/WTO.

- *Federal Commonwealth Trust*: ATR worked with CD/WTO staff to draft a paper for the Minister on post-Cancun.
- *ESCWA presentation*: ATR worked with CD/WTO staff to prepare a presentation for the head of the Trade Agreements Sector on Arab countries' participation in the WTO.
- *African trade ministers' meeting*: ATR staff worked with CD/WTO staff to prepare the minutes of the meetings.

Task II: Trade Liberalization and WTO Compliance

In the past six months, ATR assisted Egyptian counterparts at MOFT in a number of areas related to trade liberalization and WTO compliance. The main tasks completed were the textiles sector analysis, the work plan for the GOEIC baseline time of release survey and the completion of an evaluation of the impact of trade liberalization on key Egyptian industries and services.

WTO COMPLIANCE

- *TRIMS assessment:* A draft of the assessment is ready. Within the next two weeks it will be submitted to the Ministry for review and comments. Translation to Arabic will commence as soon as the draft is finalized.
- *SPS assessment:* work on the SPS is underway. A number of meetings were held with the MOFT staff including a meeting with the national sub-committee on TBT and SPS issues.

TRADE LIBERALIZATION

- *Textiles sector study:* The analysis for the textiles and clothing sector was completed and submitted to MOFT in January 2004.
- *Chemicals sector study:* A TOR was prepared. A search is underway for a short-term consultant to conduct the assessment.
- *Car assembly sector study:* TOR under review by MOFT counterparts. A short-term consultant was identified for completing the study. Work is expected to start in April.
- *Impact of Trade Liberalization on key sectors:* ATR conducted an analysis of various trade liberalization policies on key sectors of the Egyptian economy. A draft was submitted to the Ministry on March 5th. Comments and feedback to be incorporated in the final draft will be addressed in March.
- *Recognition of international certification marks:* ATR submitted background material on internationally-recognized certification marks. Work is ongoing on introducing risk-based principles allowing for exemption of non-food imports from inspection if they are already certified by recognized bodies in their countries.
- *GOEIC baseline survey:* ATR started the steps necessary for conducting a baseline survey on time of release of imports going through Customs and

GOEIC. A scope of work was accepted by GOIEC and USAID and work is in progress. It is expected that the survey results will be ready by June 2004.

- *Website for FTPS and TAS:* Work is ongoing to prepare the contents of the FTPS and TAS website covering information related to different trade-related procedures, tariffs, inspection and other information of interest to the trading community.
- *Profile of Egyptian manufacturing sector:* An analysis of the relative importance and contribution of various industries in Egypt manufacturing is underway. CAPMAS data were collated for the years 1995-1999. A report is currently drafted to highlight the main features of this sector, in terms of output, employment, structure, etc. The draft is expected to be completed in April 2004.

Task III: Institutional Development

Significant progress has been made in organizational development in four of the five cooperating divisions during the semi-annual period from October 1, 2003 through March 11, 2004. Clearly defined statements of mission and functions, organizational structure, and job descriptions have been prepared and accepted by CD/WTO, FTPS, TAS and GOEIC. Work also began on institutional development during this period for CRS. Also during this reporting period, progress has been made in the implementation of some of ATR's institutional development proposals. In addition, a detailed format for Management Training Need Assessments for all sectors was developed during this period and an assessment guide created. Work on Management Needs Assessments will begin after March 11, 2004.

The following is a summary of institutional development activities carried out for each client organization during the reporting period.

ESTABLISHMENT OF CD/WTO

During this period the organizational structure of the CD/WTO was approved, this paved the way for finalizing work on functions, job descriptions and work processes.

- Completed distribution of functions to general departments and developed job descriptions for heads of three general departments.
- Produced final draft Organization and Management report on CD/WTO. The report contains full details of CD/WTO mission, objectives and functions, as well as the organizational structure as approved by the Minister. The report will serve as an organizational manual for the purpose of reference and training.
- As discussed under Task 1, began work on work processes for improving operational efficiency of CD/WTO covering areas of administrative processes (correspondence, transport, etc.) and management processes (work plans, performance criteria and evaluation, etc.)

FOREIGN TRADE POLICIES SECTOR (FTPS)

- Developed and submitted proposals on annual work planning system together with sample work plan for consideration.

- Proposed a correspondence system and analyzed major work processes of the unit.
- Developed and discussed proposals on management work processes with the Head of Management and his team members. Prepared ToR for a short term local consultant to develop work processes, and interviewed and selected the candidate (Dr. Ahmed Ali). Work was begun on payroll and human resource administration work processes during this period.
- Produced final report on FTPS' Organization and Management system and submitted this to the Head of FTPS. The report contains full details on FTPS' mission, objectives and functions, as well as the organizational structure as approved by the Minister. Job descriptions of the Head of Central Departments and General Departments are included. The report will serve as an organizational manual for the purpose of reference and training.

TRADE AGREEMENTS SECTOR (TAS)

- Statements of mission and functions and a proposal for the organizational structure of TAS were completed during this reporting period. A draft report was submitted for consideration by the Head of TAS. Distribution of functions to general departments has been completed and job descriptions for the Heads of general departments completed.
- A new EU Unit is being established under the Central Department of Bilateral and Multilateral Agreements. Objectives, functions and proposed organizational structure, as well as statement of duties and responsibilities are being developed for this unit.

GENERAL ORGANIZATION FOR EXPORT AND IMPORT CONTROL (GOEIC)

- Assisted GOEIC in preparing a memorandum to the Chairman and the Minister for approval of the proposed organizational structure and management system. The memorandum was submitted to Minister for his consideration. The Minister asked for comments from Mr. Komsan and the Chairman of GOEIC.
- Produced a final report on GOEIC's Organization and Management System and submitted this report to the Chairman of GOEIC. The report contains full details of GOEIC's mission, objectives and functions as approved by the Minister as well as the organizational arrangement proposals which are not yet approved by the Minister. The report will serve as an organizational manual for the purpose of reference and training
- A series of meeting were held to operationalize the Dekheila Training Center. A report was drafted on recommended staffing and job descriptions for the Center. Training of Center staff was begun during the period. Recruitment of a short term local training consultant for Dekheila Training Center is in progress. ToR has been prepared, interviewing and selection of a candidate has been completed. He will begin work early in the next reporting period.
- During this period, a consultant drafted a report proposing the organizational structure, recommended staffing, job descriptions and training requirements for

the GEOIC Trade Services Center. This report was approved orally by GEOIC in November.

EGYPTIAN COMMERCIAL SERVICES (ECS)

A terms of reference of a short term consultant to assist ECS in developing its strategic vision and institutional development needs was prepared and discussed with the Head of ECS. Mr. Eric Weaver completed the consultancy in October and November and issued a report on his work that has been submitted to ECS.

Building off of that work, an understanding was reached to establish an internal task force to work with ATR in developing ideas on the “Vision of ECS – 2010” and related mission statement and functions. This will provide a sound basis for full ATR participation in capacity building within ECS.

FOREIGN TRADE POLICIES COMMITTEE

Prepared draft ministerial decree on the establishment of a Foreign Trade Policies Committee and submitted this to the Minister for his consideration.

Task IV: Training Activities

During the period from October 1, 2003 to March 11, 2004, ATR continued implementing the 2003 training plan. In addition, the Project arranged for, and implemented, an additional 13 courses at the request of the MoFT, which were not included in the 2003 training plan. Training was offered through a mix of funding sources, including ATR's own funds and funds from DT2. A total of 587 participants received training from October 1, 2003 through March 11, 2004, 567 locally and 20 offshore.

A key program which began during this period is the accounting diploma program for TAS/WTO. In January 2004, nineteen scholarships were offered TAS/WTO staff through a competitive process. Seventeen of these scholarship awards are for pursuit of a Modern Accounting Certificate (MAC) from American University in Cairo (AUC) and two are for pursuit of an Advanced Accounting Certificate (AAC) from AUC. The program requires a significant commitment from the Ministry employees because it consists of 5 semesters of study. These diplomas will improve the accounting skills of the trade remedies staff thus permitting them to better perform their duties in evaluating trade remedies cases, including the verification of accounts during off-shore visits and the tracing of accounting records.

During this reporting period, ATR also offered another ten scholarships to Ministry staff to participate in the MBA program offered by the Foreign Trade Training Center in cooperation with the Arab Academy. The recipients were primarily from the CD/WTO and ECS.

Most of the courses in the table are self-explanatory however; some of courses listed in the table on the next page deserve further explanation:

Technical Courses for GOEIC: During the relevant six-month period ten technical courses were offered to GOEIC laboratory personnel to upgrade their ability to conduct certain tests in order to help the laboratories attain accreditation.

Subsidies and Countervailing Duties Law and Investigations: The Central Department for International Trade Policies is seeking to establish a general department dealing with subsidies and countervailing duties. Up until now the staff have had little training or experience in this area. ATR has provided two experts to train the staff in the basic rules for these types of investigations.

WTO Dispute Settlement: This course was offered to provide MoFT personnel in order to provide them with background on the mechanism and procedures of WTO Dispute Settlement actions.

Transparency in Government Procurement: Through a short-term consultant, training was offered to staff of the CD/WTO and the Egyptian government procurement office on the issues involved in the proposed negotiations on transparency in government procurement in the Doha Development Agenda negotiations.

IPR and Geographical Indicators: Through a short-term consultant, training was provided to the CD/WTO on the key issues for Egypt regarding the application of geographical indicators (such as Egyptian Cotton or Champaign) to goods.

The table on the following pages provides an overview of the training ATR has provided during the period:

**Training Courses
October 1, 2003 – March 11, 2004**

Name of the course	Date		No. of participants	Participating Organization
	From	To		
IT Courses				
MS Word Beginners	5/10/03	5/10/03	17	TAS/WTO
MS Word Advanced	14/10/03	27/10/03	38	TAS/WTO
MS Excel Beginners	2/11/03	9/11/03	36	TAS/WTO
MS Excel Advanced	11/11/03	24/11/03	63	TAS/WTO
Cisco Secure Pix Firewall	8/11/03	13/11/03	2	TAS
Securing Cisco IOS	1/11/03	6/11/03	2	TAS
A+ Certificate Course	24/2/04	28/2/04	2	GOEIC
Essential Network	10/2/04	14/2/04	2	GOEIC
Windows 2003 Server	15/2/04	23/2/04	2	GOEIC
Inter. Cisco Network Devices	22/2/04	26/2/04	4	GOEIC
Oracle Developer	7/3/04	9/5/04	5	GOEIC
MS SQL 2000	1/3/04	12/5/04	5	GOEIC
MS Win 2003 Net. & Operating Sys.	14/3/04	30/3/04	4	GOEIC
Imp. MS Windows Server	6/4/04	22/4/04	4	GOEIC
ArabDox Admin Staff Training (supporting the AWFS)	7/3/04	9/3/04	8	TAS/ITP
ArabDox Business Users Training (supporting the AWFS)	14/3/04	15/3/04	23	TAS/ITP
		Total	217	
Technical Courses				
CD/WTO Trade Negotiations	1/12/03	11/12/03	22	TAS/WTO
Assuring Test Results	6/12/03	10/12/03	12	GOEIC
Packing and Wrapping	13/12/03	17/12/03	10	GOEIC
Quality Control of Fruits & Vegetables	20/12/03	24/12/03	10	GOEIC
Food Contaminates	12/1/04	17/1/04	10	GOEIC
Residual Pesticides	12/1/04	17/1/04	10	GOEIC
Air Flow	17/1/04	21/1/04	10	GOEIC
Sanitary and Non-Destructive Tests	17/1/04	21/1/04	10	GOEIC
Determination of Aflatoxin in Ag Prod	19/1/04	25/1/04	5	GOEIC
Multi Residue Analysis of Pesticides	12/1/04	18/1/04	5	GOEIC
Microbiology and Toxins	12/1/04	22/1/04	5	GOEIC
Training Program Management	22/2/04	3/3/04	6	GOEIC

Training Courses (cont'd)
October 1, 2003 – March 11, 2004

Name of the course	Date		No. of participants	Participating Organization
	From	To		
Technical Courses (cont'd)				
Developing Management Skills	8/3/04	10/3/04	6	GOEIC
Subsidies (Jesse Kreier)	19/1/04	21/1/04	30	TAS
Transparency in Gov't Procurement	11/1/04	22/1/04	3	TAS/WTO
IPR and Geographical Indications	18/1/04	29/1/04	10	TAS/WTO
Subsidies & Countervailing Duties	9/2/04	11/3/04	17	TAS/WTO
Effective Report Writing	7/3/04	11/3/04	30	TAS/WTO
Dispute Settlement/Arbitration	15/3/04	18/3/04	25	TAS/WTO
Total			236	
English Courses				
English Courses (Amid East)	27/2/04	6/5/04	15	TAS/WTO/FTPS
English Courses (Academy)	29/11/03	18/1/03	32	GOEIC
English Courses (Academy)	24/1/04	13/3/04		GOEIC
Total			47	
Certificates				
Modern Accounting Certificate	Jan 04	April 04	19	TAS/WTO
Advanced Accounting Certificate	Jan 04	April 04	2	TAS/WTO
Masters Degree (2 nd round)	Dec. 03	On-going	10	TAS/ECS
Int'l Negotiations Diploma	Jan 04	June 04	36	TAS
Total			67	
Offshore Training				
Workshop on Creative Legal Writing Techniques, Legislative Writing	24/1/04	28/1/04	1	MOFT
One Stop Shop	12/1/04	16/1/04	2	GOEIC
Law Internship	27/12/03	29/3/04	1	TAS
US Study Tour	18/10/04	31/10/04	6	MOFT
Practice of Modern HPLC	5/10/03	11/10/03	3	GOEIC
Trade Policy Formulation	8/12/03	11/12/03	4	TAS
Customs/Inspection Study Tour to Singapore and Malaysia	5/3/04	15/3/04	3	GOEIC
Total			20	
TOTAL PARTICIPANTS			587	

In addition, ATR also held three conferences and workshops during the period, as mentioned previously in the Introduction of this report. Funding for the workshops comes from the training budget.

Task V: Information Technology

The six-month period from October 1, 2003 through March 11, 2003 has seen further strides in Task V, Information Technology. By the end of the base period, over half a million dollars worth of equipment, including 100 computers and related software were procured out of total procurement of hardware, software, and non-IT equipment of nearly \$1.3 million. Nearly all this equipment was installed in their final locations by the end of the year except equipment for the Trade Services Center, which still does not have renovated office space.

GENERAL ORGANIZATION FOR EXPORT AND IMPORT CONTROL – GOEIC

Training Center in Dekheila (GTCD)

The facility for the GTCD was completed in September of last year and hardware installation began in October. All hardware installation was completed late in 2003 and the staff of the Center is currently being trained in how to effectively run a training center. ATR has been sponsoring training in the Center since mid-2003.

Automation of Temporary Admissions System for Imports

By February 2004, all ATR provided hardware and software was installed and operational in the three Temporary Admissions Offices that are being supported by the project. Training for the operating staff of the Offices was completed in late 2003 and early 2004. Additional wireless relay equipment was required to connect the Damiatta Office with the Customs Office and this equipment arrived in Cairo in October 2003. Customs delays held up the installation of the equipment until February.

Trade Service Center (TSC)

Work on the Trade Service Center was delayed during the reporting period due to problems in obtaining the space needed for the Center. However, preparations are now well along for the implementation of the TSC in mid-2004.

- *Technical Specifications:* The Technical Specification document was completed, discussed with GOEIC staff and revised based on the meetings with GOEIC and TSC staff.
- *Staffing and Job Description Assessment:* A job description assessment report was completed October 1, 2003 and submitted to GOEIC for their approval. GOEIC has not submitted comments nor approved the draft to date.
- *Training Needs Assessment:* Training needs assessment report was completed and verbally approved by GOEIC.

- *Space Preparation:* Space layout for the proposed office location was completed by ATR team and approved by GOEIC. Renovation of the facility has begun and should be completed in April 2004.
- *Network Cabling:* ATR team completed/submitted the network design in December 2003. GOEIC will install all cabling as part of its renovation of the space. We expect the network cabling to be completed by April 2004, along with the space preparation.
- *Procurement:* All of the original TSC hardware equipment has been received. In the course of further refining the TSC proposal, additional hardware and software needs have been identified and will have to be procured if the current proposal is to be fully implemented. Arrangements have been made for this work to be done by a local IT contractor. The contractor will begin installation as soon as the space is made available by GOEIC.
- *Software Implementation and Deployment:* Software requirement specifications were identified in the Technical Specifications document and a local consultant was hired to integrate and coordinate GOEIC's ongoing automation development "funded by Italian AID" with what ATR will provide for TSC to prevent duplication of efforts. 70% of TSC system development has been completed. We expect the TSC web-site to be completed by end March 2004.

FOREIGN TRADE POLICIES SECTOR – FTPS

FTPS CD/ITP Automated Work Flow System (AWFS)

During the reporting period the AWFS moved from a concept to functioning hardware and software. More work must be done to finalize the hardware installation and to complete all features of the software and train the staff, but the basic infrastructure for the AWFS is now in place. System acceptance is expected in April with full operation starting at that time.

- *Technical Evaluation for AWFS:* The technical evaluation for the Automated Work Flow System (AWFS) was completed by the Fulvio Carbonaro, a short term IT Consultant, and ATR team members. The final report from Mr. Carbonaro's mission was reviewed and approved by Mr. Abdel Rahman Fawzi.
- *Local Vendors Solutions Evaluation:* Based on Mr. Carbonaro's report and suggestions from the MoFT, a team comprising ATR's MIS specialist, the project's local IT consultant and the pilot team members (a team of technical and business professionals from MoFT) completed the evaluation of some products and solutions from three local companies: Sakhr, Oratech, and Asset. The team's recommendation was submitted to Mr. Abdel Rahman Fawzi by the end of September.
- *Software Requirement Specification:* The draft Software Requirement Specification was completed and reviewed by the pilot team during the last week of September. The document was revised and submitted to the three local companies: Sakhr, Oratech, and Asset for bidding. The companies submitted their offers by the end of

the second week of October. Evaluation of offers and vendor selection was completed in the second week of November 2003.

- *IRM Approval:* IRM approval was obtained during the third week of December 2003 and procurement of required software and hardware started immediately thereafter. Required hardware and software was received the last week of February. Contract with Sakhr was initialized in the third week of December 2003 (signed on 01/11/2004). Software analysis and design was completed in the third week of January.
- *Hardware and Software Installation:* The AWFS beta version was evaluated in the last week of February 2004. The first phase of Technical and Non-Technical training (covered ArabDox only) started in March 7, 2004 and was completed in March 11, 2004. The second phase of Technical and Non-Technical training (covering customized Work Flow) will begin on March 12, 2004 and is expected to be completed on March 15, 2004. All hardware arrived in February and has begun to be installed.

FTPS Electronic Research Center (ERC)

The ERC was completed and made operational in December of 2003. The conference room has been used for a number of training activities since that time as have the computers. Acquisition of data for the ERC has continued as new data sources become available. ATR continues to work with the staff of FTPS and TAS to ensure that maximum utilization of the facility.

CENTRAL DEPARTMENT OF WTO (CD/WTO)

CD/WTO Web Site

The English and Arabic versions for CD/WTO Web site were developed and completed by the end of September 2003. The web site was ready but has not accessible since September 2003 because of problems hosting the site on the computers of the Ministry. ATR has arranged for the web site to be hosted by a local service provider and this should be operational by early April 2004.

CD/WTO Technical Assessment

A technical assessment report for CD/WTO was completed and submitted to IRM in the second week of November 2003. IRM approval was obtained during the third week of December 2003 and procurement of required software and hardware began immediately thereafter. All hardware and software was received during the last week of February, 2004. Installation of the hardware and software should be completed in April.

TRADE AGREEMENTS SECTOR - TAS

A technical assessment report for TAS was completed in the first week of February. The document was submitted to IRM in late March and will be reviewed during IRM's visit to Cairo at the end of March. Procurement will begin after IRM approval has been received.

TAS Correspondence System

The Automated Work Flow (AWFS) System now under implementation by Sakhr Software Inc. has built-in features through which hard copies of correspondence can be scanned and stored. The stored files can then be classified and numbered appropriately for purpose of retrieval. The system also provides for flow and tracking of such files for purpose of follow-up actions and eventual "put-away" action. This system is designed for use of CD/ITP, such a system with minor configuration, can be used by the rest of the Sector for organizing and managing correspondence. ATR is working with the IT staff of TAS and Sakhr to adapt the existing system to handle correspondence.

TAS & FTPS Web-Sites

A high level functional requirements document was completed in the second week of January and discussions with local development companies are underway.

MINISTRY OF FOREIGN TRADE WEB-SITE & E-MAIL UPGRADE

A technical assessment report for the upgrade of the MoFT web-site and email system was completed in the first week of February. The document was submitted to IRM in late March and will be reviewed during IRM's visit to Cairo at the end of March. Procurement will begin after IRM approval has been received.