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ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

QUARTERLY REPORT APRIL-JUNE 2006 REVISED

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Contact Information: aocj@aocj.org
Website: www.aocj.org

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I. EXECUTIVE SUMMARY

During the first quarter of the project, the AOCJ team concentrated its efforts on start-up activities, such as recruitment and hiring of project staff, setting-up the office space, procuring project equipment, computers, and vehicles, carrying out initial meetings with counterparts, and work planning.

AOCJ project staff also held extensive introductory meetings with PGO and JIC counterparts, laying the foundation for future collaboration. The PGO and JIC designated preliminary contacts for each of the three technical components of the project.

The AOCJ team completed the technical assessment survey instrument required to undertake a detailed IT assessment of targeted PGO offices. The survey will permit an understanding of physical conditions and infrastructure in pilot locations as well as the existing state of automation and workflow processing. The information gathered through the technical assessment will form the basis of the IT procurement for component one of the project. The AOCJ team coordinated with the JIC and PGO to carry out preliminary site visits to PGO offices proposed as target locations for component one automation.

The AOCJ initiated activities related to implementation of a public defense system in coordination with the PGO. AOCJ also began preliminary activities related to developing a human rights curricula for prosecutors.

II. STATUS REPORT ON PROJECT COMPONENTS

Component 1: Automation of the Prosecutor General's Office

Component Manager: David Selman, Senior IT Advisor

A. Summary of Activities

The AOCJ team developed a Technical Assessment Survey instrument and presented it to the counterparts at the Judicial Information Center (JIC). The instrument was agreed upon by the JIC after minor modifications.

In order to determine the pilot locations for automation, and to obtain a global understanding of the status of existing infrastructure and IT systems, the AOCJ team visited 11 of the 12 targeted PGO locations on the dates listed below. A brief statement on each office is listed below the office.

General Prosecution Offices

1. East Alexandria Prosecution Office (Alexandria) May 25

This is the division level prosecution office responsible for hearing more serious crimes. It also hears appeals from the sub-division offices of the Al Raml and Montazah prosecution offices. There is little to no automation in this office, although a few computers are used as typing machines. There is no network or internet access. Most information on cases is kept in registry books. The buildings infrastructure is without obvious major problems.

2. Al Raml Prosecution Office (Alexandria) May 25

This sub-division prosecution processes misdemeanor cases, infractions, and other lower level crimes. Like the division level office, there is little or no automation, and no internet access. Case files are processed in hard copies. The volume of cases is enormous. This location was chosen instead of Montazah because the infrastructure is better.

3. Montazah Prosecution Office (Alexandria) May 25

This sub-division office was originally planned as a target office but the building suffers major facility problems and is therefore not a suitable location for automation. It is possible that the building will actually be demolished and rebuilt by the PGO. Accordingly, the PGO designated the Al Raml office as the target location.

PGO Technical Offices

4. Office of International Cooperation (Cairo) May 31

The primary functions of this office are two-fold: (1) to collaborate and exchange case related and other information with organizations such as Interpol, human rights organizations, and to share information with all prosecutor offices in Egypt; and (2) to address prisoner health-related issues, particularly the mentally ill inmates. The office currently shares information with local and overseas counterparts via phone, fax and courier (diplomatic pouches for international

exchanges). Automation and electronic communication would therefore greatly facilitate their work.

5. Technical Office (Cairo) May 31

There are about seven legal professionals in the Technical Office. This office receives notification of all major crimes in Egypt, which it then reviews and presents to the Prosecutor General (PG). Cases are then sent back to their respective prosecution offices with suggestions and recommendations. The Technical Office has a heavy workload with diverse case types. They have contacts with every prosecution office and with all Egyptian ministries.

The diverse work load within the Technical Office includes all of the following activities:

- Maintaining and updating the travel ban list
- Complaints regarding case dispositions and administrative procedures
- Examination and review of death sentences
- Review and appeal of sentences
- Review and consideration of petitions and complaints submitted by agencies, organizations, or citizens

6. Asset Seizures Office (Cairo) May 31

This office takes provisional decisions to seize the assets of those who have been accused of crimes or if a financial penalty is levied against an accused. This department can also prohibit the disposition of property by the families of the accused in some circumstances. When a decision to seize assets of an accused is issued, the department will first alert the Public Notary (via phone/fax), then the Public Notary will notify all notaries in Egypt. However, the department will also notify other organizations (e.g. Central bank, commercial banks, etc) of the decision. These departments and institutions are all notified via letters from the Assets Seizures Department.

7. General Prosecution Office (Cairo) June 13

The mandate of this office is twofold: 1) centralized management of all administrative matters for all prosecutors in Egypt; and 2) centralized management of all administrative personnel of the PGO. Some of the duties include:

- Management of salaries
- Budget/Financial control
- Prosecutor travel planning
- Collection of funds

The staffing of the General Prosecution Department is approximately as follows:

- 18,500 administrative staff nationwide (810 administrative staff for the entire PGO in Cairo)
- 3,500 Prosecutors nationwide
- 1 Office Chief and Deputy for the General Prosecution Office
- 490 Administrative staff in the High Court Building in Cairo

The office has a LAN. The counselor and his deputy have dial-up access to the internet. Approximately 9 PCs are connected to the office LAN. There is JIC custom-built application in use at the office for accounting and budgetary purposes but it needs updating.

8. Judicial Inspection Department (Cairo)

June 13

The office has nationwide jurisdiction and a variety of important tasks. The tasks include

- Appointments of prosecutors, which involves interviewing candidates, reviewing their files, and making recommendations to the Supreme Judicial Council.
- Overseeing and supervising Prosecution Members Affairs, which involves maintaining all the prosecution members' files, records, statistics, and other relevant information about leave, career and promotional data, etc..
- Technical section, which includes conducting technical inspections, surprise inspections, and evaluating and assessing the skills of prosecution members
- Complaints, Appeals, and Grievances, which includes receiving and evaluating complaints regarding prosecutor performance, investigations, or actions

The Judicial Inspections Department, specifically the technical section, can and does develop and implement various training programs and curricula. Training programs are generally developed and executed in coordination with the NCJS. Other offices can design and develop training programs, but these are generally reviewed by the technical section before being implemented.

There is some automation in the office but it is limited to appointment of judicial staff and a program(JIC custom-built application) for Appeals. The latter is rarely operational. The technical section has some automation for PC data entry activities. The office has a limited dial-up connectivity to the internet. The office does have a client server LAN connection.

Specialized Prosecution Offices

9. Tax Evasion Prosecution Office (Nasr City)

June 11

The Tax Evasion Office has nationwide jurisdiction for all tax related offences. Due to the volume of financial information, the tax crimes case files are generally very large. Two years ago the JIC attempted to setup and install a LAN in the office but it is not currently functional due to a variety of reasons. The building is wired for a LAN and some staff members have had basic computer training, but the general infrastructure of the building is weak. Because the LAN is not functioning, the PCs in the office are all stand-alone. His office communicates with other prosecution offices via phone, fax, and post.

10. Financial and Commercial Affairs Office (Nasr City)

June 11

This office has nationwide jurisdiction for different kinds of financial and commercial crimes, including, for example, the following:

- Foreign and domestic currency forgery
- Stock Exchange crimes
- Criminal violations by investment companies

- Customs evasion cases

The location is in the same building as the Tax Evasion Office, so there is wiring already in place for possible LAN applications if hardware is made available. The approximate staffing of the office is 50 administrative staff and 10 prosecutors. The office has 9 stand-alone PCs. The machines have a JIC custom-built case administration application installed. The machines are classified as in “good condition”. There is no LAN or internet access. Communication with other offices is done via, phone, fax, courier and post. There is currently no expressed concern about information getting lost during transfer of cases between and among offices.

11. Supreme Family Prosecution Office (Cairo) June 13

The Jurisdiction of the Supreme Family Prosecution office is nation-wide and covers all cases related to:

- Disputes over possessions
- Custody of Children arising from a divorce proceedings
- Cairo Appeals
- Divorce rulings
- Family disputes (maintenance)

Since 2000 the office has had an automated system developed by the Ministry of Communications and a company called Ladis that addresses all functions related to the bulleted activities listed above.

12. High Public Monetary Prosecution (Heliopolis) June 15

The mandate of this office is twofold: 1) investigate and supervise cases with a monetary value of over 1 million L.E. and, 2) investigate and supervise cases involving government officials accused of monetary or financial crimes. There are seven affiliated prosecution offices in and around Cairo with several subdivisions and each office has specific books (registers) to record cases. The registers will track, among other things, the movement (ingoing/outgoing) of the cases between the High Public Monetary Office and the originating office for the case. If cases are incomplete or his office requires further information and other comments about the file, it is sent back to the originator to make the necessary corrections. All correspondence between the High Public Monetary Prosecution Office and its affiliated offices is done via phone, fax, post and courier. Automation will greatly facilitate more efficient work.

13. State Security Prosecution Office (Heliopolis) postponed

The visit to this office was postponed to a later date.

Using the input and feedback from the counterparts, and the information collected at the preliminary site visits, the AOCJ team completed the technical assessment survey instrument. The instrument was translated into Arabic and both the English and Arabic final versions were shared with the JIC, which approved the instrument with minor modifications.

AOCJ prepared a complete list of all target PGO offices for component one of the project and provided a schedule for conducting the detailed IT technical assessment in coordination with the JIC and PGO. The proposed assessment was tentatively

approved to begin on July 16, 2006, but was temporarily delayed due to last minute scheduling conflicts. A new schedule is under development with the JIC and PGO.

B. Achievements

- IT Technical Assessment Survey Instrument developed
- Introductory site visits to target PGO offices conducted
- Individual site-visit reports drafted
- A comprehensive site-visit report is under development and will be delivered to counterparts in the second quarter

C. Problems Encountered and Proposed Corrective Actions

No major problems were encountered during this reporting period.

D. Expected Activities for Next Quarter

The focus of component one activities in the second quarter will be on executing the technical assessment of targeted PGO sites. The AOCJ IT team will also begin develop the specifications required for a future procurement of hardware and software for designated PGO locations.

- Undertake IT Technical Assessment of PGO sites
- Start development of hardware and software specifications for target offices in preparation for issuance of request for procurement (RFP)
- Develop agenda and tentative schedule for execution of IT observational study tour (OST)
- Establish criteria for participation and identify likely participants in coordination with counterparts at JIC and PGO

Component 2: Implementation of Public Defense System

Component Manager: James Hodes, Public Defense Specialist

A. Summary of Activities

The AOCJ technical team, accompanied with USAID, held a meeting with the PGO in May to discuss work planning for this component and to discuss the PGO's vision of the project. Public Defense Specialist James Hodes arrived in-country in mid-June. The AOCJ team began research on comparative public defense models to determine preliminary models that may be applicable in Egypt, and to determine which locations may be most suitable for the public defense observational study tour.

During the reporting period the AOCJ team drafted a legal memorandum for USAID regarding the scope of work under component two of the project. The conclusions reached by the AOCJ team are that section 660 of the U.S. Foreign Assistance Act present no prohibitions on anticipated technical assistance to be provided by the AOCJ team under component two.

AOCJ translated and reviewed the Ministry of Justice's proposed amendments to the Egyptian Criminal Procedures Code. These proposed amendments, which are likely to be passed by the legislative branch, substantially increase the rights of indigent defendants to state-funded defense attorneys appointed by the court.

B. Achievements

- Preliminary meetings with counterparts completed

C. Problems Encountered and Proposed Corrective Actions

A local Legal Specialist is a "key personnel" position under the AOCJ contract. It has been challenging to find a suitable candidate who meets both the needs of the AOCJ team and the PGO. Accordingly, the team has been without a Legal Specialist for the first quarter of the project. This has potentially slowed development of project activities because the AOCJ team has not had the expertise of a local lawyer to rely on as we navigate a complex Egyptian legal system.

Our proposed corrective action is to continue an active recruit for a suitable candidate(s). AOCJ is also actively considering hiring a senior level legal expert who meets the PGO needs who can then be assisted by a dynamic mid-level legal specialist to provide more direct and active support directly to the AOCJ team.

D. Expected Activities for Next Quarter

The focus in component two during the second quarter will be on providing the PGO with public defense models and ideas regarding the type of public defense system that might be appropriate under the civil law tradition of Egypt. The AOCJ team will also lay the foundation for a public defense study tour to be executed in the third quarter.

- Finalize and present to the PGO comparative public defense report

- Engage the PGO and staff in discussions/workshops regarding appropriate models and expected reforms of the Egyptian defense system
- Continue study of strengths and weaknesses of Egyptian defense system
- Identify the destination for observational study tour
- Establish contacts at OST destination institutions
- Develop agenda and tentative schedule for OST
- Establish criteria and likely PGO participants in observational study tour

Component 3: Development of Human Right Curricula

Component Manager: Local Human Rights Specialist (tbd)

A. Summary of Activities

The AOCJ team held general discussions with the PGO and his staff regarding preparation of human rights training curricula designed specifically for prosecutors. This meeting was held on May 17, 2006 with then Counselor Abdelmeguid Mahmoud, who is now the new Prosecutor General. Counselor Mahmoud encouraged development of a curricula that is practical, innovative, and useful to prosecutors.

The AOCJ team held preliminary meetings with subcontractor Blue Law regarding development of relevant curricula. The AOCJ team, working with its subcontractor Blue Law, provided an extensive list of international human rights experts and their CVs to USAID for consideration for component three work. The began an extensive recruit for The component activities will begin once a local legal specialist is hired.

B. Achievements

- Preliminary meetings with counterpart concluded
- International human rights consultants recruited
- Local human rights recruiting initiated and some consultants identified
- Scope of work for training needs assessment initiated

C. Problems Encountered and Proposed Corrective Actions

See component two above.

D. Expected activities for Next Quarter

The emphasis of activities in component three of the project in the next quarter will be on undertaking a human rights training assessment.

- Identify expected PGO training beneficiaries
- Begin training needs assessment for expected beneficiaries
- Identify existing human rights coursework currently underway at NCJS and through other avenues

Component 4: Core Team/Management

Component Manager: William Hallock, COP

A. Summary of Activities

Component four includes all the management and operational activities that are required for the project to successfully function.

Staffing and Recruitment. All project long-term expatriates have been fielded and have begun work. The recruitment and hiring process for most of the AOCJ local long-term team members is complete. The Operations Manager will begin work on August 1st. The project is still recruiting a long-term local Legal Specialist. An organization chart of the project can be found at annex 1.

Office Space and Equipment. After completing some modifications to the AOCJ office and purchasing the office furniture, the office is fully functional. The project phone lines and internet are operational. The project procured quotes and purchased two project vehicles. The AOCJ team developed the specifications required for office computer equipment and sent them to the Chemonics home office in Washington, DC for procurement in accordance with USAID regulations and Chemonics standard policies.

Work Planning. With the assistance of Melissa Marland, Chemonics Work Planning Specialist, the AOCJ team completed and submitted to USAID the first draft work plan. The work plan included a results framework, detailed indicators, a program description, proposed technical activities, a monitoring and evaluation plan and preliminary plans for training and procurement. After several meetings to discuss the work plan with USAID, the plan is being revised and will be resubmitted to USAID based on agreed upon changes.

Training. The AOCJ training team established contacts and contractual relationships with vendors, hotels, and conference facilities to furnish goods and services to the AOCJ for conferences and training activities. The training team also prepared all preliminary forms and organizational materials that will be required to execute planned observational study tours in the coming quarters.

Operations. John Shin, the Chemonics Field Accountant, completed a financial training and orientation for the project financial team. Maria Navia, Chemonics Manager, developed the AOCJ Operational Guidelines and trained all project staff on policies and procedures applicable to the project.

Coordination with Other Projects. The AOCJ team held two coordination meetings each with the USAID AOJS II project and the USAID Family Justice Project. The project team also held introductory meetings with the United Nations Development Project human rights program, all of Chemonics other projects in Egypt, and two other USAID projects being implemented under grants to IRI and IFES.

B. Achievements

- AOCJ international staff fielded
- Office space located, renovated, and furniture purchased
- Preliminary office IT equipment rented
- IT equipment specifications developed and procurement underway
- Project vehicles secured
- First work plan drafted and submitted
- Majority of local project staff recruited and hired
- Training contracts and administrative materials prepared
- Financial and operational procedures established
- Operations manual produced and distributed to staff

C. Problems Encountered and Proposed Corrective Actions

See component two above.

D. Expected Activities for Next Quarter

The AOCJ Chief of Party will continue project management and operations to support technical activities in all three project components. Major management tasks include the following:

- Hire Operations Manager
- Recruit and hire senior level Legal Expert and mid-level Legal Specialist
- Finalize recruit of local human rights experts to support component three
- Revise AOCJ work plan and submit to USAID
- Hold work planning workshops with counterparts for each component
- Finalize procurement and install permanent office equipment

III. UPDATE ON PROCUREMENT PLAN

Chemonics initiated the procurement of the AOCJ office equipment and software below. The AOCJ team with the help of the Chemonics procurement department prepared the technical specifications and submitted the RFP to vendors in June. Chemonics also submitted an IRM approval request to USAID/Washington. Once a vendor is selected, the equipment will be received and inspected in Chemonics home office and will be subsequently shipped to Egypt. It is expected to arrive in Egypt around in August.

Category	Units
Hardware	
Server	2
100/200GB tape drive	1
KVM switch w/ flat panel display	1
Server UPS (5 KVA)	1
Notebook computers	13
Desktop computers- standard configuration	3
Desktop computers- higher memory configuration	1
Desktop UPS (800 VA)	7
Photo printing quality/A3 size color printer (HP 2800dtn)	1
Wireless route with firewall (Buffalo S. Router WHR-HP-G54)	1
Digital flatbed scanner (HP 5590)	1
External DVD RW +- 16X Min.	2
External hard drive. (Min 100 GB)	2
Network storage device (Systemax Mini-Vault NAS)	1
USB Flash memory drives	20
Backup tape media	25
External server hard drives	4
Desktop 250GB hard drives	4
Desktop / Server Software	
Windows 2003 Server	2
Windows 2003 Server CAL	20
Microsoft Exchange Server + 5 CAL	1
MS ISA Server 2004 Std. Unlimited Clients - 1 Processor	1
Symantec (Veritas) Backup Exec 10D for Windows Server 10.1	1
Symantec (Veritas) Backup Exec 10D for Windows Server 10.1 - Agent for Exchange Server	1
Symantec Antivirus 10.0 Corporate Edition Workstations and Network Servers 1-Year Full Version (10-20 Licenses)	20
Symantec Mail Security 5.0 for MS Exchange (CAL)	25
Adobe Photoshop CS	1
Microsoft Project 2003 Pro	1
Adobe Acrobat Writer Professional (ME)	2
Microsoft Office 2003 Pro Media	2
Microsoft Office 2003 Pro OLP 21 License	21
Other desktop/laptop software	25

ANNEX I: AOCJ STAFF ORGANIZATION CHART

