

ACTION PLAN TO IMPLEMENT A GOEIC TRAINING CENTER IN DEKHEILA

January 2003

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Acknowledgements

The author, in the preparation of this report has received valuable assistance from the ATR management team as well as Mr. Abdel Wahab Heikal, Dr. Alaadin A Morsy, Mr. Rasik Joshi, Ms. Aliaa El Serafy, Dr Youssef Labib Aziz , Mr. Hazem Hegazy, Mr. Fawzy Ibrahim, Mr. Mohammed Youssef Omar, Eng. Mohamed Sabry, Mr. Mohamed Abou Asl Hahasan, Mr. Ahmed Ghaleb, Mr. Ragheb Hazeen, Mr. Osma Abdel Moneim, Mr. Aaly Soliman, Ezz El Dine Hamdy, Mr. Shady Makeen. Adel Abdel Aziz, Iman Taha, Tadwa Abdel Hameed

Abbreviations

ATR	Assistance for Trade Reform project (USAID / Nathan)
Codex	Codex Alimentarius (UN FAO)
GoE	Government of Egypt
GTCD	GOEIC Training Center at Dekheila
GOEIC	General Organization for Export and Import Control
LAN	Local area network
LCD	Lightpro Projector
MoFT	Ministry of Foreign Trade
SPS	Sanitary and Phytosanitary Agreement of the WTO
TBT	Technical Barrier to Trade Agreement of the WTO
TSC	Trade Services Center
WTO	World Trade Organization

Executive Summary

This study examines the establishment of a GOEIC Training Center at Dekheila (GTCD). The study forms a part of the overall institutional framework strengthening of GOEIC by the USAID / Assistance for Trade Reform project. In doing so the overriding focus is trade facilitation and how best GOEIC can be helped to move over time to being a world class import and export inspection agency.

With respect to providing training links to the private sector it is recognized that there are some common areas of interest with the planned Trade Services Center. In particular, making training available to importers and exporters of goods.

A staged approach to the development of the GTCD is recommended and this study has tried to look beyond the ATR project in terms of the further development of the GTCD.

GOEIC has stressed that high priority training needs should be considered against the background of improving the technical skills of staff in the areas of sampling, inspection and testing. An indication has been provided that in the process of updating equipment GOEIC itself may be able to commence the establishment of this aspect of GTCD.

There will be scope within the priorities identified by this study for simulated interactive training relating to sampling, inspection and testing. As such the key priorities identified are:

1. A computer training facility as improving the efficiency and effectiveness of organizations such as GOEIC will depend a great deal on the development of appropriate IT systems. Computer based training has evolved strongly over recent years in relation to simulated interactive or virtual training. A number of overseas organizations with similar responsibilities to GOEIC make extensive use of CD interactive training both for their own staff and their private sector clients. The Internet and the web sites of key standard setting international organizations are excellent sources of learning material as well as the standards and standard setting processes themselves;
2. An English language training facility that as it evolves concentrates its effort on the technical language skills of officers with general language training being provided by Universities and the private sector;
3. A measurement training laboratory to train technical staff on basic measurement techniques, measurement accuracy and uncertainty.

4. An “Information Resources Center” (Library) that contains key references relating to the development and implementation of internationally developed standards.

In order for GTCD to maintain its knowledge of movements and trends in international standards and regulations development it is suggested that an Advisory Board be established chaired by GOEIC but with representatives of key Ministries who have policy responsibility for standards development.

1. Background

The genesis for GTCD stems from the initial efforts made by the ATR through its Task 3 – Institutional Development and Task 5 – Introduction of Information Technologies, to assist GOEIC develop its internal capabilities to perform as a modern and efficient trade facilitation organization of MoFT.

ATR has a two pronged approach to assist GOEIC modernize its management and processes and operate as a modern trade facilitation organization within MoFT. On the one hand it is assisting GOEIC to redefine its strategic mission, functions and structure and develop its human resources to carry out the current GoE trade policies and priorities in the field of liberal trade and economy. On the other hand ATR is assisting GOEIC to introduce modern information technologies to make its operational processes more efficient and effective and to be in line with international practices. The establishment of a Training center was thus conceived as **an important** step in modernizing GOEIC. It was felt that in addition to redefining its strategic goals, functions and structure, and introduction of modern information technologies, the proposed training center **would** play a key role in developing its critical human resource.

Training should reflect:

- ◀ Revised duties and responsibilities as an outcome of current strategic restructuring of GOEIC: and

The GTCD has the potential to be a very positive force in helping Egypt to facilitate trade. The thrust of the GTCD is to improve the capability of officers in sampling and testing techniques.

2. Introduction

This development of the GTCD is an integral part of the overall ATR project and as such the proposed development of the GTCD is very much focused on trade facilitation. Considerable care has been taken to ensure the development of the GTCD is consistent with the wider institutional framework and objectives of ATR.

There are structural issues related to trade facilitation associated with the organisation and operation of inspection and testing activities undertaken by GOEIC. To an extent some of these flow from the need to further strengthen linkages with other Ministries who have specific policy responsibilities. For example, the Ministries of Agriculture and Health have specific policy responsibility for SPS and TBT matters relating to risks relating to animal and plant health, negotiation of export access arrangements and food safety. For its part GOEIC is an implementer of policies using its inspection and testing mandate.

3. Mission and Objectives

3.1 Mission

In order to fulfill GOEIC mission the training center is established to assist in developing GOEIC human resources in a way that enable them to carry out the tasks assigned in the context of trade and economic liberalization to each accurately, efficiently, promptly and in the shortest possible time.

3.2 Key Objectives:

1. To improve the level of English language proficiency for GOEIC staff who has to:
 - a. Use technical references in order to carry out their work and
 - b. Those who have to deal with non-Arabic speaking clients or bodies (e.g. foreign companies and international organizations).
2. To enhance the computer skills for GOEIC staff to enable them to work with and use efficiently the planned integrated management information system and to use the Internet to retrieve technical information and / or data required to perform their work efficiently.
3. To enhance the professional capabilities of the technical staff in performing required tests, inspection and sampling accurately and in the shortest possible time.
4. To enhance the managerial skills and capabilities of GOEIC's managerial and supervisory staff so as to ensure that overall management and operational performance of GOEIC remains efficient at all times;
5. In collaboration with the Trade Services Center to develop and deliver training to their clients in the business community.

Key functions of GTCD will be:

- ◀ The development of training programs;
- ◀ Selection, administration and evaluation of trainers;
- ◀ Training of trainers;
- ◀ Delivery of training programs;
- ◀ Evaluation of the effectiveness of training programs in collaboration with GOEIC training department;

← Development of individual training plans.

- ← Management of the GTCD facility generally,

GOEIC training department will be responsible for:

- ← Training needs identification;
- ← Selection and administration of trainees;

The GTCD has the potential to be a very positive force in helping Egypt to facilitate trade. The thrust of the GTCD is to improve the capability of officers in sampling and testing techniques.

The principal author of this study has reviewed trade facilitation arrangements in many developing countries and a number of key areas of need stand out as common to all. These include the need to:

- ← Upgrade computer skills, including developing skills related to locating critical information using the Internet;
- ← Upgrade English language skills in general but also English language skills specifically related to the technical issues that are integral to the day-to-day performance of duties;
- ← Have an up to date resource center where specific technical information can be accessed;
- ← Better understand the framework and issues associated with the WTO SPS and TBT Agreements, and how these relate to their duties;

In the case of Dekheila the first three of the above have been highlighted as priorities. Additionally, **inspection**, technical laboratory sampling and testing training has been highlighted by GOEIC as an overriding objective for the GTCD.

Within GOEIC specific locations apparently have a degree of expertise that other centers do not possess, for example Dekheila in laboratory testing and Cairo Airport in the context of the testing of industrial products. The expertise available in these centers should be utilized to the maximum possible extent.

4. GOEIC Training Center at Dekheila - Strategy

4.1 General

This development of the GTCD is an integral part of the overall ATR project and as such the proposed development of the GTCD is very much focused on trade facilitation. Considerable care has been taken to ensure the development of the GTCD is consistent with the wider institutional framework and objectives of ATR.

There are structural issues related to trade facilitation associated with the organisation and operation of inspection and testing activities undertaken by GOEIC. To an extent some of these flow from the need to further strengthen linkages with other Ministries who have specific policy responsibilities. For example, the Ministries of Agriculture and Health have specific policy responsibility for SPS and TBT matters relating to risks relating to animal and plant health, negotiation of export access arrangements and food safety. For its part GOEIC is an implementer of policies using its inspection and testing mandate.

The GTCD is setting out to improve the qualifications of staff in testing and inspection specifically as it relates to their efforts to facilitate trade.

This study has taken a strategic approach to the development of GTCD recognizing that the center will continue to evolve in the years beyond the ATR project.

Computer based training has become an increasingly important part of training technical staff in organisations that perform similar functions in other parts of the world. As well as using resources that are currently available the GTCD should have the capacity to develop its own specialized training material that is directed towards trade facilitation. This could include training in:

- Internationally accepted sampling techniques,
- Inspection and testing techniques,
- Confidence levels and risk management.

In many developing countries English language training is recognized as critical. Its criticality stems from the fact that the international standards development processes have as their basis the English language. Additionally many of the training resources available in other countries with efficient and effective export and import inspection processes are developed in English and based on interactive computer based training.

As such it is recognized as essential to provide a fully equipped computer training laboratory facility. In the case of a language laboratory there will be external providers who are able to provide basic English language training. Accordingly, it is suggested that the language laboratory initially concentrate its efforts on general English language training for key staff but then progress

to a facility that concentrates on technical language training. This is an area seldom available through external providers but in the GOEIC environment essential for the development of the agency.

Both computer and language training are essential tools that help in the development of the technical skills in carrying out inspection and testing activities. Special technical training in how to analyze and assess risk associated with a specific product, how to make a sampling plan, how to draw a sample, how to maintain a sample, how to carry out visual inspection, how to perform a test, how to assess the uncertainty of measurements taken, how to analyze test results, how to write technical report and finally how to achieve consistent results of the same tests irrespective of where it was carried out. It is thus recognized that special attention should be given to technical training in GTCD. The existing well-equipped lecture room can be used. It needs to be provided with well-chosen computer based training programs, and training programs on videotapes. A space can be allocated as a workshop for practical training. This workshop can be equipped overtime by phased out equipment, which will be suitable for providing the required basic training.

A staged approach to the development of the Training Center is proposed that provides:

Stage 1 - 2003

- ◀ A fully equipped computer training laboratory;
- ◀ A language laboratory which has as its medium term goal specializing in English language training related to the technical terms that will be encountered by staff particularly in relation to international agreements and guidelines that support their work;
- ◀ An information resource center incorporating a technical library;
- ◀ A general training / seminar facility,
- ◀ GOEIC has indicated that it intends to establish a basic laboratory that has the capacity to train staff in basic food sampling and inspection techniques. GOEIC has indicated that it has equipment that is in the process of being upgraded that it can use to commence the building of this specific aspect of the GTCD;

Stage 2 – 2004 and beyond

- ◀ GOEIC has five main testing facilities, namely at Alexandria, Cairo, Damietta, Port-Saeed and Suez. Therefore, in order to be able to deliver specialized technical training carried out at Dekhiela simultaneously to the technical staff of the other facilities audio, video telecommunication facilities can be considered. .

The GTCD should also have the capacity in collaboration with the TSC to provide training to the private sector, in how to satisfy the inspection and testing requirements of countries they intend to export to.

The training center will need to consider the relative priority of the many areas and products subjected to inspection and testing under existing Egyptian arrangements. The current range of products and their associated standards represent in practical terms and having regard to Egypt's WTO obligations a very broad scenario insofar as establishing the proposed training center.

As a consequence this report recommends the training center should focus on areas that will contribute to the high priority areas of health and safety for Egyptian consumers as well as strengthening Egypt's ability to increase exports of goods to other countries.

4.2 The Future Direction of the Center

Ensuring the training center focuses on high priority areas related to trade facilitation will determine how successful the center is in assisting GOEIC's stated intentions to emulate world best practice in respect of its trade facilitation activities.

It is recognized that the establishment of the GTCD cannot provide all of the training necessary to move GOEIC to the point where it meets all best practice characteristics. However, this project can establish the foundations for training that will as these are built upon in the years to come provide GOEIC with the capacity to be recognized as an organization dedicated to trade facilitation while at the same time playing an important role in protecting Egypt's consumers from recognized food safety concerns. Future developments at GTCD may include specific management training related to GOEIC's efforts in the area of trade facilitation.

4.3 Certificates to Officers who Successfully Complete Courses at GTCD

As part of the professional development process for officers issuing certificates that recognize the successful completion of specific training is recommended. The specific approach should be worked out by GTCD management, as there will be courses that are more complex than others and warrant recognition of that fact where an officer has successfully completed the course.

4.4 Organization

The envisaged training programs covers a wide range of scientific and technical disciplines, and it has to cope also with technical directions of related ministries. Accordingly a Board is suggested to advise on the technical

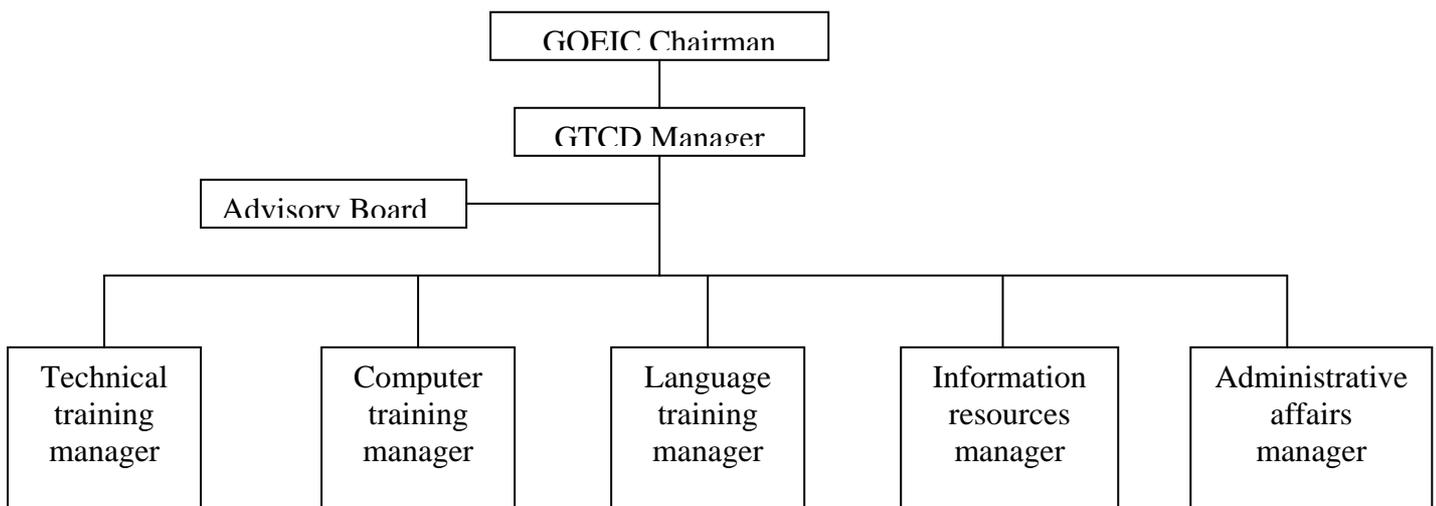
programs of the training center. This Advisory Board involves all key Ministries involved in trade facilitation. It is proposed that this board could be established during six months from the initiation of the training center. The Board would have a senior GOEIC officer as Chairperson and representatives from the following Ministries as members:

- ◀ Ministry of Foreign Trade with this person being able to contribute to trade policy issues related to the WTO SPS and TBT Agreements;
- ◀ Ministry of Health, with this person being able to articulate issues related to the development of food standards and associated inspection and testing in the context of the SPS and TBT framework;
- ◀ Ministry of Agriculture, with this person(s) being able to contribute to animal and plant health issues related to import and export inspection, and testing in the context of the SPS framework;
- ◀ Ministry of Industry and EOS, with this person(s) being able to contribute to issues encompassed by the TBT Agreement.

The functions of the Board would be to:

- ◀ Endorse an operational plan for the GTCD;
- ◀ Advise on strategic training directions for the GTCD having regard to trade facilitation;
- ◀ Review progress by GTCD in meeting the stated objectives of the center;
- ◀ Advise of the budgetary needs and capacity of the center;
- ◀ Provide GOEIC with information relating to their activities relating to international trade so as to assist in the formulating of new training needs.

The following is a proposed organization structure of GTCD:



Required qualifications and expertise of GTCD staff include a manager of the center will be required who has the following characteristics:

- ◀ Good management and strategic planning skills;
- ◀ Good English language skills;
- ◀ A competent user of information technology;
- ◀ Able to develop and implement the strategic plan for the Center based on a “train the trainer” and “training needs analysis” approaches.

Developing staffing needs of GTCD will then need to involve not only the Manager of the center but also senior officers in the functional units of GOEIC. As a general indication the following key staff are seen as necessary to support the Manager:

- ◀ A Manager for the computer training center will be required who has wide ranging skills both as a trainer and as an IT professional. This person will need the ability to train other officers who can at the workplace support the efforts of the computer training center;
- ◀ A Technical Training Manager who will be a scientist or engineer with technical expertise in inspection and testing, knowledge of TBT and SPS requirements and good command of English,
- ◀ A Resource Center Manager who will have good English language skills and technical expertise across the areas covered by the SPS and TBT Agreements;
- ◀ A Language Training Center Manager who in addition to excellent English skills should have a sound English language technical skills as they relate to the SPS and TBT Agreements;
- ◀ Administrative Manager who will assist with the day-to-day delivery of training activities. These could include course bookings, provision of documentation and facilitating course operations generally, responsible for keeping all the GTCD

equipment in good working order (perhaps through the use of outside maintenance contracts) and available when needed for training purposes;

4.6 Equipping the Training Center

A detailed list of equipment is provided below.

The Resource Center will need several workstations to allow the accessing of Internet based information while not disrupting the day-to-day activities of the training Center. This hardware will need to be supplemented with CD and hard copy reference information related to Codex resources in general.

In the case of the English language laboratory using to the maximum extent possible private sector and / or university based general English language training is strongly encouraged.

The focus of this laboratory would then be directed more towards the technical English language aspects of the SPS and TBT Agreements and related inspection and sampling plans. It should be possible to at times use the computer training facility to deliver language training given appropriate interactive training material is made available

Detailed equipment requirements and costings are provided below.

Computer Training

Category	Description of requirements	Provided by
Office space	Approximately 200-250 square meters of upgraded office space, split into two rooms with suitable temperature controls and air filtration systems required to maintain the performance of the installed computer systems.	GOEIC
Communications and connectivity	A leased line to provide broadband Internet access for the Training Center	GOEIC
Office furnishings and equipment	Desks, chairs, file cabinets, tables, air conditioners, UPS devices	GOEIC
Computer hardware and peripherals	<ul style="list-style-type: none"> • Servers (3) • Work stations (40) • Printers (2 color inkjet, two black laser LAN printers) • Scanner • CD Burner (built into some PCs) • Fax machine • LCD projector and screen • Photo copy machine (high capacity) • Document binding equipment • Cabling, routers, switches, network cards, etc. 	ATR
Software	<ul style="list-style-type: none"> • LAN software (MS 2000) • MS Exchange server • Firewall software 	ATR

	<ul style="list-style-type: none"> • Norton anti-virus software (40 licenses with continuing contract for updates) • Database software (MS - SQL) • MS Office (40 licenses) • Web authoring software (MS Front Page or Dreamweaver) • Adobe Photoshop • Adobe Acrobat 	
Consumables	<ul style="list-style-type: none"> • Initial supply of consumables eg paper, ink cartridges etc 	ATR
Maintenance Contract	<ul style="list-style-type: none"> • Maintenance contract to ensure equipment remains in serviceable condition for the next year 	ATR
Development of Specific Training Modules	<ul style="list-style-type: none"> • Funding to allow for the development of specific computer based training modules 	ATR

English Language Training Requirements

Category	Description of requirements	Provided by
Office space	Approximately 100 square meters of upgraded office space, with suitable temperature controls and air filtration systems required to maintain the performance of the installed computer systems.	GOEIC
Office furnishings and equipment	Acoustic screens plus desks, chairs, file cabinets, tables, air conditioners	GOEIC
Specialist acoustic equipment for a language laboratory	Recording and playback devices as appropriate	ATR
Computer hardware and peripherals	<ul style="list-style-type: none"> • Servers (1) • Work stations (5) • Printer, one laser LAN • LCD projector and screen • Cabling, routers, switches, network cards, etc. 	ATR
Software	<ul style="list-style-type: none"> • LAN software (MS 2000) • MS Exchange server • Specialist language training software • Firewall software • Norton anti-virus software (5 licenses with continuing contract for updates) • MS Office (5 licenses) 	ATR
Consumables	<ul style="list-style-type: none"> • Initial supply of consumables eg paper, ink cartridges etc 	GOEIC
Maintenance Contract	<ul style="list-style-type: none"> • Maintenance contract to ensure equipment 	GOEIC

	remains in serviceable condition for the next year	
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Measurement Workshop Training Requirements
Area required: About 40 sq m

Measurement Type	Equipment Type	Status	No. of	Provided by
Length	Rulers	Different accuracies	10	ATR
	Vernier Calibers	Different accuracies	10	
	Micrometers	Different accuracies	10	
	Comparators	Different accuracies	10	
	Block Guages		2 Sets	
	Measurement Plate		4	
Weight	Ordinary Balance	Different accuracies	2	
	Electrical Balance	Different accuracies	2	
	Electronic Balance	Different accuracies	2	
	Weights		2 Sets	
Temperature	Mercury thermometers	Different accuracies	10	
	Electric thermometers	Different accuracies	10	
	Thermo couples	Different accuracies	4	
	Furnace	Small size	1	
Electricity	Avometers	Different accuracies	10	
Pressure	Pressure Gauges	Different accuracies	4	

Resource Center Requirements

Category	Description of requirements	Provided by
Space	Approximately 50 square meters of air conditioned space plus appropriate shelving for books and storage devices for CDs	GOEIC
Equipment	<ul style="list-style-type: none"> ◀ Two stand alone computer for cataloging and Internet access ◀ Printer ◀ Scanner 	ATR
Software	<ul style="list-style-type: none"> ◀ Norton Anti Virus software license (with contract for continuing updates) ◀ MS Office ◀ Firewall software 	ATR
Specific Resources (including hard copy and CD based material)	See Annex C for an indicative list of publications and CDs. Funding to be also allocated for upgrade costs of specific material??.	ATR

Kitchen Requirements

Category	Description of requirements	Provided by
Space	Approximately 20 square meters of space with sink drainage	GOEIC
Equipment	Hot water urn, microwave, eating and drinking utensils	GOEIC

4.7 Staffing of the Training Center

Position	Duties	Skills
General Manager	<ul style="list-style-type: none"> ◀ Implement strategic plan approved by the Management Board for the Center; ◀ Day to day management of the Center 	<ul style="list-style-type: none"> ◀ Excellent strategic planning and management skills including maintaining financial arrangements for the Center
Technical Training Manager	<p>Responsible for:</p> <ul style="list-style-type: none"> ◀ Proposing technical training programs, ◀ Choice of trainers, ◀ Maintaining a skills register of trainee progress 	<ul style="list-style-type: none"> ◀ Sound management skills ◀ Scientific or engineering background with technical expertise in inspection and testing, knowledge of TBT and SPS requirements ◀ Good command of English,
Manager of computer training	<ul style="list-style-type: none"> ◀ Responsible for the management of computer based training including maintaining a skills register of trainee progress 	<ul style="list-style-type: none"> ◀ Sound management skills ◀ Excellent understanding of computers
Specialist computer training	<ul style="list-style-type: none"> ◀ Responsible for the implementation of computer based training 	<ul style="list-style-type: none"> ◀ Specialist skills in the key software package training to be undertaken by the Center ◀ Excellent teaching skills
Specialist English language training	<ul style="list-style-type: none"> ◀ Responsible for the management and implementation of English language training 	<ul style="list-style-type: none"> ◀ Excellent English language skills ◀ Specialist teaching skills in a language laboratory environment ◀ Technical language skills highly desirable
Manager Information Resource Center and technical adviser for the SPS and TBT Agreements	<ul style="list-style-type: none"> ◀ Manage the Information Resource Center including ensuring appropriate cataloging practices are maintained. 	<ul style="list-style-type: none"> ◀ Excellent management skills ◀ Sound librarian skills ◀ A sound knowledge of the international technical framework as it applies to the mission of GOEIC
Equipment	<ul style="list-style-type: none"> ◀ Take routine care of all laboratory 	<ul style="list-style-type: none"> ◀ The ability to ensure

facilitator	<p>equipment;</p> <ul style="list-style-type: none"> ◀ Arrange specialist maintenance when required 	<p>equipment is maintained in good running order</p> <ul style="list-style-type: none"> ◀ An understanding of maintenance requirements for computers and related peripheral devices
Administrative Assistants (2)	<ul style="list-style-type: none"> ◀ Provide general assistance in the running of training courses in the Center 	<ul style="list-style-type: none"> ◀ Able to work as members of a team

5. Action and Implementation Plan

Task	Responsibility ¹	Month				
		1	3	6	12	24
Formal authorization of GOEIC / MOFT and USAID on the purpose, functions, structure and budget of GTCD.	GOEIC/ATR	X				
Establish Training Center Board	GOEIC	X				
Appoint interim Manager of Center	GOEIC	X				
Finalize room layout and building plans for Training Center	GOEIC	X				
Finalize duty statements for staff of Training Center and initiate recruitment	GOEIC	X				
Training Center staff recruited	GOEIC			X		
Complete renovations as necessary for Training Center	GOEIC (renovations), ATR cabling etc		X			
Computer equipment and software ordered	ATR		X			
Language laboratory equipment installed	ATR		X			
Resource Center material ordered	ATR		X			
Computer equipment and software installed	ATR			X		
First training programs developed, training faculty established, able to deliver first training program	GOEIC			X		
Official opening of Training Center	GOEIC and ATR			X		
Develop and deliver one week training course for Center Staff relating to strategic plan and focus of the Center	ATR and GOEIC			X		
Review of Effectiveness of Training Center Operations	GOEIC, Training Center Board and ATR				X	X
Strategic review of expansion options for the Training Center	GOEIC, Training Center Board and ATR				X	X

¹ ATR will be available to provide specialist advice when needed

Priority Training Areas (Course funding to be determined)

Course	Duration (days)
Introduction to computer skills including Windows, Maintenance of computers (avoidance of virus infection), use of peripherals	3
Introduction to Word	2
Introduction to Excel	2
Introduction to PowerPoint	2
Introduction to Publisher	3
Introduction to the Internet	2
Introduction to Email	2
Intermediate Word	3
Intermediate Excel	3
Intermediate PowerPoint	3
Intermediate Publisher	3
Intermediate Internet and Email	3
How to develop interactive computer based training packages (intermediate)	5
Advanced Word	2
Advanced Excel	2
Advanced PowerPoint	2
Advanced Publisher	5
Advanced Internet and Email	2
How to develop interactive computer based training packages (advanced)	5
Web Authoring	5
Managing images with Photoshop	5
Adobe Acrobat	5
Making effective use of the Information Resource Center	1

Priority Training Areas Once English Language and Computing Skills are developed

Course	Duration (days)
Principles and practice of the WTO SPS and TBT Agreements	5
Risk analysis and its practical application to food safety and avoiding the introduction of unwanted animal and plant pests and diseases	5
Sampling methods and confidence levels	5
Inspection techniques	5 plus practical on the job training
Risk management	2
Improving quality management in the private sector	3
Laboratory techniques and the use of accreditation for private sector laboratories	5
The obligations of Regulatory Officers	1

ANNEX A

TERMS OF REFERENCE

Background

The Assistance for Trade Reform (ATR) project is supporting the General Organization for Export and Import Control (GOEIC) effort to provide better and more efficient services to the community of exporters and importers in a liberal trade environment. It is working with a GOEIC task force to develop an institutional development plan that is consistent with these goals and objectives and will need to upgrade its staff skills in order to be able to implement the functions and responsibilities anticipated as an outcome of its plan.

GOEIC's mandate includes sampling, inspection, and testing of both exports and imports. Pursuant to the WTO TBT and SPS agreements, GOEIC is required to carry out these activities without undue delay or damage and at costs which reflect actual expenses incurred. It should also undertake to pursue these activities under reasonable evaluation of risks. GOEIC is developing its organizational capabilities, managerial and operational systems to effectively and efficiently carry out its mission especially under Decree 106 /2000 and Law 155/2002 and has already established a training location in Alexandria to be used for this purpose. Building on this , GOIEC with support of ATR will complete this training center for GOEIC staff in order to upgrade skills in relevant areas..

Proposed Activity

The purpose of this SOW is to support GOEIC to establish a training center to prepare its employees with diverse technical responsibilities. The main areas where training is anticipated include conformity assessments methods and procedures and other needed information technology training as it relates to GOEIC functions, including management and basic skills development.. The center's training in conformity assessment techniques and methods will cover the overall umbrella of measures taken by GOEIC to determine that relevant technical regulations and standards are met. Conformity assessment procedures may include: sampling and testing, inspection, certification and quality and environment system assessment and registration; they also include accreditation of the competence of those activities by a third party and recognition of an accreditation program's capability. GOEIC staff also needs to better use IT technologies in order to carry out efficiently its responsibilities as the prime agency for trade facilitation. This may also include training on data base management of importers and exporters, and data bases for other entities. The training center should be able to provide GOEIC staff with the

necessary training to help to understand international standards and the implications of WTO agreements such as TBT and SPS on its activities.

The expert will work closely with ATR experts who will complement the expert's efforts to plan for a fully functioning training center. The IT specialist will help in IT system design and network, and the institutional development expert will help in setting the framework of the center in the context of the GOEIC institutional development plan.

In order for the consultant to assist in establishing the training center, he/she shall:

- Meet with GOEIC and ATR project team to fully understand the nature of the organization, and their vision on the new training center. To this end the consultant will discuss GOEIC mandates and responsibilities with ATR staff as specified in the relevant laws and decrees, and in the context of the reengineering efforts.
- Visit the relevant departments, offices, and ports in order to highlight the needs for the training center.
- Recommend the areas and elements of conformity assessment system that should be part of regular training programs of the training center and the material needed for this.
- Recommend other topics that should be covered by the Training Center to strengthen GOEIC as a efficient, modern organization in a liberal trade environment—including management, information technology, and the like;
- Discuss these recommendations with the GOEIC staff.
- Prepare, with the help of the ATR experts, an action plan that includes all the steps needed in order to establish the training center. This plan should specify, among others, training materials and tools, training programs and its duration, needed equipment such as testing equipment, and human resources needed for the management of the center and their qualifications.

EXPECTED RESULTS

The main expected results for this activity is to provide a complete and detailed action plan including, needed human resources for its management (numbers and qualifications), estimated costs and equipment needs, specifying clearly the types of training interventions that will take place, the materials needs, the types of trainers required, and other logistic details.

DELIVERABLES

- Report detailing the purpose, scope, functions and structure of the Training Center and recommendations and steps needed for its establishment.
- A complete action plan for implementation, with suggested time frame, facilities and equipment costs and level of effort estimates. The action plan

will include inputs from the ATR institutional development and information technology experts.

- Identify responsibilities for carrying out action plan and for managing activities including setting range of training activities and priorities.

QUALIFICATIONS

Training expert with experience in training in a laboratory environment for testing for standards and experience in customs procedures and WTO requirements for TBT and SPS

LEVEL OF EFFORT

15 days

ANNEX B

SPS and TBT Aspects Relevant to Proposed Dekheila Training Center

GOEIC is an implementer of standards produced by other organisations and does not draft policies. As such they have no direct involvement with the WTO SPS and TBT Agreements. However, the activities of GOEIC are covered by these agreements.

The WTO Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement) sets out the rights and obligations of WTO Members in relation to certain requirements which may restrict international trade. Specifically the Agreement requires member countries to base their sanitary and phytosanitary measures on international standards (and where they do not, to justify their measures on the basis of risk assessment, a consistent approach to risk management and adoption of the least trade restrictive means of achieving the appropriate level of protection of human, animal or plant life or health). Such measures are presumed not to constitute arbitrary or unjustifiable barriers to trade. The SPS Agreement designates certain international standardising bodies as the source of international standards. These are:

- ◀ Codex Alimentarius Commission (CAC);
- ◀ Office International des Epizooties (OIE);
- ◀ Organizations operating within the framework of the International Plant Protection Convention (IPPC).

In respect of food inspection activities the Codex Committee on Food Import and Export Inspection and Certification Systems was established about eight years ago and this Committee has now met on eleven occasions. It has produced draft guidelines for the “design, operation, assessment and accreditation of food import and export inspection and certification systems” as the guidance document for revisions to the import control systems for food products.

The guidelines form a very sound basis for any country to base its inspection and certification activities in relation to food.

It has been assumed that Egypt has as a member of Codex through its Ministry for Health had the opportunity to comment on these guidelines and have a good understanding of the policy framework. It will be valuable for GOEIC officers to further develop their understanding of the international policy background that supports Egypt’s import and export food inspection and certification arrangements.

Recognizing the difficulties associated with the inconsistent application by many countries of technical requirements relating to food the WTO and WHO collaborated in 2002 to produce the publication titled "WTO Agreements and Public Health". This publication provides an excellent overview of how inspection and standards development activities should be undertaken by members of the WTO.

Further, the Agreement obliges WTO Members to "play a full part, within the limits of their resources" in these bodies to promote the development and periodic review of standards, guidelines and recommendations.

Similarly under the Agreement on Technical Barriers to Trade (the TBT Agreement), WTO Members are obliged to use relevant international standards (those which already exist or those whose completion is imminent) as the basis for their technical regulations "except when such international standards or relevant parts would be an ineffective or inappropriate means for the fulfillment of the legitimate objectives pursued". As for the SPS Agreement, Members shall play a full part, within the limits of their resources, in the preparation by appropriate international standardizing bodies of international standards for products for which they either have adopted, or expect to adopt, technical regulations. The main bodies which are responsible for the preparation of international standards relevant to the TBT Agreement include:

- ◀ International Organisation for Standardization (ISO);
- ◀ International Electrotechnical Commission (IEC);
- ◀ International Telecommunication Union (ITU).

ANNEX C

Indicative List of Material Needed by the Resource Information Center

(Note: This list has been drawn from the Author's experience and a list provided by GOEIC. There will no doubt be additional material)

ISO Related Documents

ISO Reference	Document
ISO-IEC Guide 25:1990	General requirements for the competence of calibration and testing laboratories
ISO-IEC Guide 58: 1993	Calibration and testing laboratory accreditation systems – general requirements for operation and recognition
ISO/IEC/TR 17020: 1998	General criteria for the operation of various types of bodies performing inspection
ISO/IEC/TR 17010: 1998	General requirements for bodies providing accreditation of inspection bodies
ISO/IEC Guide 61: 1996	General requirements for assessment and accreditation of certification/registration bodies
ISO/IEC Guide 65: 1996	General requirements for bodies operating product certification systems
ISO/IEC Guide 62: 1996	General requirements for bodies operating assessment and certification/registration of quality systems
ISO/IEC NP: 17024	General criteria for certification bodies operating certification of personnel
ISO/IEC Guide 22: 1996	General criteria for suppliers declaration of conformity
ISO/IEC Guide 2: 1996	Standardisation and related activities – general vocabulary
	There are many specific ISO publications relating to agriculture, analytical chemistry and food technology which would be valuable reference material

WTO Documents and CDS

Title	Author
WTO Agreements and Public Health	WTO / WHO 2002
The Sanitary and Phytosanitary Agreement	WTO 1995 as amended
The Technical Barriers to Trade Agreement	WTO 1995 as amended
On going proceedings of the Codex Import / Export Certification Committee	Codex 2002 as amended
Guide to the WTO for Developing Countries	Peter Gallagher
Guide to Uruguay round Agreements	WTO
Trade Development and the Environment	WTO
Guide to the WTO Dispute Settling Process	Peter Gallagher
CBT on Sanitary and Phytosanitary agreement	WTO interactive CD
Various free WTO publications provide useful background to the operation of the WTO	

In addition key Egyptian documents relating to legislative requirements will be required.

Codex Documents

Title	Author
Report of the Codex Alimentarius and Other FAO and WHO Food Standards work November 2002	FAO/WHO
Codex Joint Committee on Food Additives Food Additives Specifications	Codex JECFA
Codex norms	Codex, available free of charge via download or CD
Additional resources to be advised	

GOEIC Suggested List of Reference Material

1. Books and Publications

Title	Author
Analysis of Fats, Oils and Lipoproteins	Edward G, Perkins
Analytical Consumer	Jo Rita Jordan
Approved Methods of the American Association of Cereal Chemists (AACC), 9 th edition	AACC
Basic Calculations for Chemical and Biological Analysis	Bassey J.S. Efiok
Basic Skills and Techniques for Laboratory Techniques	Curators of the University of Missouri
Capillary Electrophoresis	Dale R. Baker
Chemo-metrics: Experimental Design	Ed Morgan
Computer Software Application in Chemistry, 2 nd Edition	Peter Jurs
Destruction of Hazardous Chemical in the Laboratory, 2 nd Edition	George Lunn and Eric Sasone
Dietary Fiber Analysis Applications	Sungsoo Cho, Jonathan W, Devries, and Leon Prosky
Element Specification in Bioinorganic Chemistry	Sergio Caroli
FDA Food Additives Analytical Manual (FAAM), Volumes 1	C, Warner, J, Modderman, T, Fazio
FDA Food Additives Analytical Manual (FAAM), Volumes 2	J, Sherma
Handbook of Derivatives for Chromatography, 2 nd Edition	Karl and John Halket
Handbook of Environmental Analysis, 2 nd Edition	Roy-Keith Smith
Handbook of Laboratory Health and Safety, 2 nd Edition	R. Scott Stricoff and Douglas B. Walters
High Speed Countercurrent Chromatography	Yoichiro Ito and Walter D. Conway
Laboratory and Scientific Computing: A Strategic Approach	Joe Liscouski
Methods for Protein Analysis	John P, Cherry and Robert Barford
Methods of Analysis for Nutrition Labeling	Darryl M, Sullivan and Donald E, Carpenter, Editors
Methods of Analysis of the American Society of Brewing Chemists (ASBC), 8 th Revised Edition	ASBC

Methods to Assess Quality and Stability of Oils and Fat Containing Foods	Kathleen Warner and N.A. Michael Eskin
Methods to Detect Adulteration in Fruit Juice Beverages, Vol.1	Steven Nagy and Robert Wade
Modern of Gas Chromatography, 3 rd Edition	Robert L. Grob
Mycotoxins in Grain Compounds Other Than Afltoxins	J, D. Miller and H.L. Tenholm
New Trends in Lipid and Lipoprotein Analysis	Jean-Louis Sebdio and Edward G, Perkins
Official Methods and Recommended Practices of the American Oil Chemists Society (AOCS) 4 th Edition	AOCS
Quality Assurance Principles for Analytical Laboratories 2 nd Edition	F.M. Garfield
Quality in the Analytical Chemistry Laboratory	F,E, Prichard
Standard Methods for the Examination of Dairy Products, 16 th Edition	Robert T, Marshall
Statistical Manual of the AOAC	W.J. Youden E.H, Steiner
Statistical Methods in Analytical Chemistry	Peter C. Mieler and Richard E. Zung
US EPA Manual of Chemical Methods for Pesticides and Devices, 2 nd Edition	Charles J. Stafford, Everett S, Greer, Adrian W, Burns
US FDA Methods for Microbiological Analysis of Selected Nutrients	Gerald Angyal
Use of Statistics to Develop Analytical Methods	Grant T. Wernimont, Author, William Spendley, Editor

Purchasing can be done through direct contact with ASTM
 Fax:- 301-924-7077, +1-301-924-7087+1

2- CD Rom Library

Title	Author
FDA Bacteriological Analytical Manual 8 th Edition	FDA
Official Methods of Analysis of AOAC International, 16 th Revision. 1998	AOAC
Predictive Microbiology Software	
American Standard of Testing Material ASTM International 1998	
International Specifications	

3- Scientific Videotapes

Title	
Evaluating Can Double Seams	
Crisis Management video	
HACCP: Establishing Hazard, Analysis Critical Control Point, (documentation software kit)	
How to handle a tampering threat	
HACCP your key to seafood safety	
Innovation through cooperation (packaging and processing	

innovations)	
On the line (illustrates good sanitation practices for food processing plant on line workers	

4- Scientific slides

Title	
Canned foods – 809 slides used for inspection at FPI,s better process	
Control good sanitation practices – 80 slides a good review for veteran employees	
Chemical handling safety – 119 slides covering safety equipment and aids, and general safety rules	
Your right to know – 80 slides as a good orientation to the occupational safety and health administration (OSHA) right to know standard	

CDs, Videos and Slides may be purchased through direct contact with Customer Service Center NFPA
 Fax: 202/637-8068 Tel:202/639-5954
 E-Mail: Custerv@nfpa-food.org