



USAID
FROM THE AMERICAN PEOPLE



Family Justice Project
USAID Contract # DFD-1-00-04-00175-00

Annual Report
FY 2007

October 1, 2006 – September 30, 2007

Submitted November 1, 2007

By:

Teresa Cannady
Chief of Party, FJP
Management Sciences for Development, Inc.

To:

Margaret Groarke, AID/HR/DG
USAID/Egypt

TABLE OF CONTENTS

| | |
|---|-----------|
| EXECUTIVE SUMMARY | 1 |
| I. TASK ONE: STRENGTHENING CAPACITY TO MEDIATE FAMILY DISPUTES | 4 |
| A. PROJECT ACTIVITIES AND SERVICES DELIVERED | 4 |
| B. ISSUES ENCOUNTERED AND LESSONS LEARNED | 8 |
| C. NEXT STEPS | 9 |
| II. TASK TWO: INCREASE ACCESS TO INFORMATION ON FAMILY COURT LEGAL SERVICES..... | 10 |
| A. PROJECT ACTIVITIES AND SERVICES DELIVERED..... | 10 |
| B. ISSUES ENCOUNTERED AND LESSONS LEARNED | 14 |
| C. NEXT STEPS | 15 |
| III. MONITORING AND EVALUATION: | 16 |
| ANNEXES | |
| ANNEX (1) PROJECT ACTIVITIES SUMMARY (TASK ONE)..... | 19 |
| ANNEX (2) LIST OF TRAININGS 2006 – 2007 | 22 |
| ANNEX (3) FAMILY JUSTICE PROJECT ASSESSMENT VISIT REPORT KIT KAT | 24 |
| ANNEX (4) FAMILY JUSTICE PROJECT REPORT ON UPGRADES TO PORT SAID FAMILY COURT..... | 27 |
| ANNEX (5) LIST OF GRANTEES FY 2007..... | 31 |
| ANNEX (6) GRANTEES ACCOMPLISHMENTS FY 2007..... | 33 |
| ANNEX (7) FAMILY JUSTICE PERFORMANCE INDICATORS | 35 |
| ANNEX (8) SUCCESS STORIES | 50 |
| ANNEX (9) LIST OF TECHNICAL ASSISTANCE ACTIVITIES | 52 |
| ANNEX (10) LIST OF EQUIPMENT | 54 |
| ANNEX (11) STATUS OF PERSONNEL | 63 |
| ANNEX (12) ORGANIZATIONAL CHART | 64 |
| ANNEX (13) FINANCIAL REPORTS | 65 |

Executive Summary

To support Egypt's determination to strengthen access to justice, enhance family stability, and protect the rights of children, USAID, in cooperation with the Government of Egypt, established the Family Justice Project (FJP) and chose Management Sciences for Development, Inc. (MSD), as its implementing partner. The purpose of the Family Justice Project is to enhance access to justice for families. Specifically, the Project supports the implementation of Law Number 10 of 2004, pertaining to family court mediation and works closely with the Ministry of Justice (MOJ) and The National Council for Childhood and Motherhood (NCCM).

During Fiscal Year 2007, the Family Justice Project made significant achievements in both the mediation support component and the NGO component. Relationships with the Ministry of Justice and the National Council for Childhood and Motherhood matured and collaborative efforts continue to increase. Some of the major achievements of 2007 include:

- Completion of training for all mediators and mediation staff in the three pilot regions of Giza, Minya and Port Said
- Implementation of a Nationwide training plan for all mediators and mediation staff began with the completion of North and South Cairo courts
- Development of a training curriculum for mediators
- Completion of repairs to mediation offices at the Port Said Family Court, as well as assessments of other proposed sites in Giza and Minya
- Award of twenty-two grants totaling 1.2 million dollars to NGOs in Giza and Minya
- Delivery of counseling and legal services by NGO grantees to promote family stability and support the mediation process
- Development and implementation of a media strategy to increase public awareness of mediation and family support services offered by the courts and NGOs

Task One

In Fiscal Year 2007, Task One of the Family Justice Project completed an assessment of pilot mediation offices organizational structure and workflow as a prelude to the training program. FJP trained all legal and psycho-social specialists, as well as administrative support staff, in the three pilot governorates and also initiated the nationwide training program, which continues through 2009 to train all mediation office personnel. The

program was based on a specialized training curriculum that was developed, refined, and modified for use in the 4-day nationwide training program. A train the trainers' workshop, based on delivering the FJP mediation curriculum, was held to further develop the cadre of trainers.

An infrastructure assessment of mediation offices in the pilot courts was also completed to determine the needed repairs. Infrastructure repairs in the mediation offices of the 3 family courts in Port Said were completed including upgrading private mediation rooms installing air conditioners to support the new computer system, upgrades to bathroom facilities, and installation of a children's play ground.

As part of the FJP media strategy, posters and brochures were developed in coordination with the MOJ, to provide the public with important information on family law procedures, rights and responsibilities. MOJ personnel were trained in a specialized program to communicate effectively with the media and deliver targeted messages.

Task Two

In Fiscal Year 2007, Task Two of the Family Justice Project awarded grants to 22 NGOs in Minya and Giza totaling more than 1.2 million USD. NGO grantees successfully implemented program activities focusing on counseling services for families, community awareness and education efforts on family law and related child rights. To complement the work of the NGOs in the pilot communities the FJP launched the first phase of a comprehensive community awareness and media campaign to educate the public about legal rights, family court services, and community support for family justice. FJP will continue to work closely with NGO grantees to increase their capacity in key areas such as management, financial, and program implementation to ensure quality services and sustainability of activities beyond the life of the project.

With the approval of FJP's media strategy by USAID, MOJ and NCCM, work began to raise public awareness and to ensure citizen's access to family mediation and counseling office services. USAID and MOJ officials participated in a graduation ceremony which served as the inaugural event for launching the media campaign. The ceremony was for all mediation office specialists from the Giza governorates and was attended by Counselor Osama Attaweya from the Ministry of Justice.

Next Steps

In 2008, FJP will continue to build on the successes to date and the lessons learned during program implementation. FJP will complete mediation training for 201 courts during the nationwide training program, meanwhile providing booster trainings to the 26 mediation offices in the pilot governorates. At the request of the MOJ, the FJP will undertake a training program for family court judges to increase their knowledge of family law and mediation issues. FJP plans to complete all infrastructure renovations in pilot governorates during the coming year.

Task Two of the FJP will continue to strengthen the “safety net” for families in the pilot communities by awarding additional grants and providing on-going training and technical assistance to NGO grantees. In an effort to leverage resources and create greater impact, the FJP will also develop a unified methodology and implement specialized trainings for NGOs covering topics such as: human rights, children’s rights, visitation and custody, conflict resolution and the role and rights of women in the family. The community awareness and media activities will also intensify during the coming year and will work directly with NGO grantees to develop and disseminate messages on family justice to children, youth, parents and community leaders. FJP will promote the counseling concept through a children’s rights approach. Television programs, radio advertisements and other media outlets will also serve as a catalyst to raise public awareness of the services offered by counseling offices and family mediation offices.

Finally, the FJP will continue to provide support for family law mediation and related services to ensure better access to justice, enhance family stability and help protect the rights of children. The significant body of work completed in fiscal year 2007 illustrates the willingness and determination of the FJP counterparts to support Law 10 and the implementation of family mediation.

I. Task One: Strengthening Capacity to Mediate Family Disputes

A. Project Activities and Services Delivered

Throughout the year FJP worked to prepare, conduct and assess trainings and workshops for mediators and mediation office staff. Based on the success of the pilot region training program, the MOJ agreed to extend the program on a nationwide basis. Nationwide training began in July 2007 and will continue until early 2009. The training curriculum for the Nationwide Training Program is a 4-day program based on lessons learned from the pilot trainings and focuses, not only on legal issues but also, on specific mediation techniques and team building. During the final quarter of 2007, Task I completed two regions of the nationwide training program. (See Annex 1 for list of all activities).

Activities Summary

| Activity | Date | Status | Notes |
|---|-------------------------|-----------|--|
| Preparation of initial training for mediation office personnel and family court experts | October 2006 | Completed | Training outline prepared |
| Giza, Minya and Port Said Interdisciplinary Orientation training | November 2006 | Completed | 248 mediators, admin workers and court experts trained |
| Giza, Minya and Port Said Mediation training for legal experts | February - March 2007 | Completed | 60 specialists trained |
| Giza, Minya and Port Said Mediation skills for psycho-social specialists | March – April 2007 | Completed | 85 specialists trained |
| Giza, Minya and Port Said application of mediation skills and team work | May – June 2007 | Completed | 2-day training workshop for each governorate on strengthening mediation skills and team work for 247 mediators and admin workers |
| Training of Trainers, TOT | July 2007 | Completed | 9 potential trainers trained for nationwide training efforts |
| North Cairo-Mediation and team work skills | July – August 2007 | Completed | 105 trained |
| South Cairo-Mediation and team work skills | August – September 2007 | Completed | 123 trained |

1. Mediation Training

Training for mediators was designed to offer both specialty-specific skill building as well as interdisciplinary skills to address the needs identified in the Mediation Office Assessment Report. During the 2nd quarter of 2007, FJP focused on specialized trainings for psychologists, social workers, and legal specialists from the pilot mediation offices. FJP provided training in all three specialties as well as inter-disciplinary workshops. Each pilot location concluded their trainings with a graduation celebration with participants receiving a certificate of completion from the MOJ. A total of 247 mediation office personnel were trained including mediators, administrators and court experts representing 26 family mediation offices in the three pilot governorates (3 in Port Said, 11 in Minya and 12 in Giza).

Based on lessons learned during the pilot trainings, the Task I team developed a national training strategy to effectively provide all governorates in Egypt with mediation skills training. The training curriculum was refined and compiled into a 4-day training program. A Train the Trainer's (TOT) program on this specific curriculum was delivered to develop the cadre of trainers who can deliver the nationwide training program.



National Training (Cairo North and South)

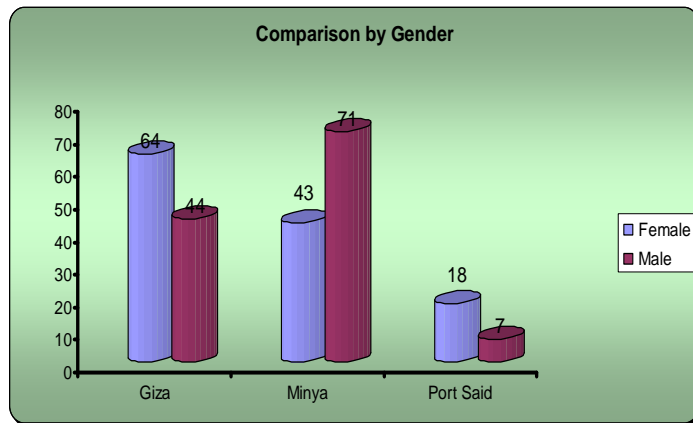
The TOT training was provided by senior trainers who had previously delivered mediation trainings in the pilot regions. The new trainers work in tandem with senior trainers as part of a team-training concept to deliver the nationwide training program which commenced in late July with the North and South Cairo Courts. A total of 228 participants representing 18 mediation offices (51 Psych, 59 Social, 55 Legal and 63 Admin) participated in these workshops. (See Annex 2 for FY 2007 trainings).

Initially, the MOJ was reluctant to have all staff attend the mediation training program. However, after the MOJ observed the training program, all members of the mediation offices were asked to attend the training. Initially, MOJ personnel did not participate as trainers but are now taking a very active role in all training programs and increasing their capacity as trainers. It is anticipated that additional MOJ personnel will participate in a train-the-trainer's program during the next year to increase the number of qualified trainers for the legal portion of the mediation training.

MOJ requested FJP support to develop and produce individualized identification cards for Family Court Mediators nationwide. Mediators had expressed to the MOJ their need for an official ID to represent themselves to clients. Several design formats were presented to the MOJ, which included the mediation offices logo developed through the FJP media strategy. After a format was chosen by the MOJ, the cards were printed in blank to allow for the addition of relevant information and pictures for lamination. All pilot location ID's have been finalized and sent to the office of Counselor Sarwat for delivery. IDs will be produced during the training program in the regions when participants bring their picture to complete the process. For those regions where training will not occur until later in the year FJP will coordinate with MOJ to deliver the cards to the mediation offices, so that staff can utilize them as soon as possible.

2. Curriculum Development

Development of the training curriculum continued throughout the year. The original curricula for pilot governorates was developed during the 4th quarter of FY 2006, but was revised during this year based on the results of lessons learned from the previous training programs. Based on the expansion of the training nationwide, the manual was adapted from its previous iterations into one comprehensive manual to support a 4-day training program. In July 2007, the Nationwide Training Manual was finalized, incorporating legal information, mediation skills, and teambuilding techniques. It also provides useful information on family dynamics, conflict resolution, team work, communication skills and report writing. The manual was reviewed and approved by MOJ and is provided to all participants during the nationwide training program.



Gender Analysis of personnel trained in pilot region mediation offices.

3. Judges Training

Based on the success of the mediation training plan and close relations with MOJ, the ministry requested specialized training for all family court judges. During the last quarter of FY 2007, the Task I team collaborated closely with the MOJ to develop the agenda and logistics for this 3-day training program. The program will include approximately 500 family law judges and is scheduled for November and December of 2007. The training program will be repeated twice per week with judges attending on days they are not hearing cases. MOJ staff will serve as trainers for the legal portion while trainers for the time management and team building sections will be experts who have previously trained in the FJP Mediation Training Program. The training schedule and locations were developed based on judge's work schedule and place of residence.

4. Media

During the year, FJP developed a media strategy in collaboration with both MOJ and NCCM. The strategy for MOJ focuses on developing a “brand” for the mediation offices, providing informational materials for the public, and providing technical support to the MOJ in its media relations efforts. As part of the activities, FJP provided public relations training to Ministry officials, which took place in August 2007. The event provided 24 MOJ officials and mediators with hands-on training regarding public relation skills, specifically how to deal with the media and crisis management. The training included an interactive format in which mock interviews were conducted, recorded, and evaluated by participants.

To kick off the media program, USAID and MOJ officials participated in a graduation ceremony for mediation office specialists from the Giza governorate on June 30, 2007. The event was attended by Counselor Osama Attaweya and served to recognize the efforts of these specialists and the completion of their training. The event was featured on the press page of the USAID/Egypt website. A success story of the training program was also submitted to USAID/DC for inclusion on the “Telling Our Story” section of the website.

Additional activities with the MOJ include the design of informational materials for the public including posters, brochures and flyers. Posters which detail the steps to be completed for various family law matters will be displayed in family courts throughout the country. Training for journalists, with presentations by MOJ officials, will also be completed in the near future to improve understanding of the mediation process and ensure that news stories correctly depict the work of the mediation offices.

5. Infrastructure- Pilot Areas

In February 2007, the FJP engineer undertook an assessment of the family mediation courts, resulting in a report of the current conditions of the physical facilities of 24 pilot family courts. These repairs were not initially anticipated for the project; however the need for these improvements quickly became apparent to ensure appropriate space with private facilities to conduct mediation. It was reported that mediations were being held, at some mediation offices, in hallways and waiting areas with no privacy. The assessment included a review of 7 family courts in Giza, 9 in Minya and 3 courts (in one location) at Port Said. Port Said was chosen as the first location for repairs based on the size of the court and the nature of the required work. FJP worked in close collaboration with the Amideast/AOJS II project, which installed new wiring, a server room, and computer systems. The Port Said repairs were completed during the 4th quarter of this fiscal year. Renovations included the installation of air conditioners to support the computer system and server room, a new archive room, three mediation rooms, new furniture and a playground for children. (See Annex 3 for a copy of the final report).



BEFORE AND AFTER PHOTOS FROM PORT SAID

Upon the advice of the MOJ, the next location slated for repairs is the Kit-Kat Square building in Giza. The MOJ plans to relocate seven family courts to this building, making it exclusively a family court building, and expanding from seven to 10 courts. An Assessment Report was made by FJP and provided to the MOJ and USAID (See Annex 4 for copy of the assessment report). The work at the Kit-Kat building, as well as other locations will be carefully coordinated with the AOJS II project, as they will provide electrical support and computer installations. Currently, structural drawings of the configuration of the Kit Kat Building are being developed, which will be utilized by FJP and MOJ to determine the specific location of the mediation rooms, offices, and public toilets. As agreed with MOJ, the FJP will complete repairs to the regional Giza courts, as well as the sites in Minya.

B. Issues Encountered and Lessons Learned

In November 2006, an assessment questionnaire was developed by the Task I team to gather information from mediation office staff. The questionnaire was originally designed to be used as part of a formal-structured interview process. The MOJ initially agreed to the interviews but later decided that the information should be gathered as a hand-out questionnaire during the training program. This created some deficiencies: (1) because the questions were based on the premise that the interviewer and interviewee would be interacting with each other, many of them were open-ended and needed further clarification, (2) FJP could not ensure that respondents answered all the questions, (3) while participants were repeatedly instructed to fill out the questionnaire individually, many collaborated in their answers with each other while on break, and (4) the sheer volume of additional data beyond what was originally planned slowed down the tabulation of that data. The practical result of this method change was that the data required a great deal of review analysis before being useful.

Family law matters, particularly in Egypt, are inherently private and the concerns of the MOJ about gathering private information were taken very seriously. The mediation process itself, is considered by some to be an intrusion into the family life and many people are concerned about discussing their marital problems with staff at the mediation

offices. These concerns illustrate the need for increased public awareness about the mediation process and the role of the family court.

C. Next Steps

- Continue implementation of the Nationwide Mediation Skills Training for approximately 1,068 Specialists and Administrators in 146 Mediation offices in 15 Governorates: October 2007 – September 2008.
- Design and conduct 9 three-day workshops for approximately 500 judges from Family Courts nationwide: November – December 2007.
- Design and conduct 3 one-day booster trainings for approximately 270 Specialists and Administrators from 26 Mediation Offices in the three pilot governorates: January – August 2008
- Recruit and train approximately 20 trainers from the Ministry and private sector to support the ongoing Nationwide Mediation Training: March – August, 2008.
- Complete renovations to mediation offices in Giza and Minya: November – September 2008

II. Task Two: Increase Access to Information on Family Court Legal Services

A. Project Activities and Services Delivered

During this fiscal year, Task II members established their offices at the NCCM headquarters. This physical proximity allows for ease of communication, close collaboration, and on-going technical support to NCCM and the NGO community. Currently, FJP has awarded 22 grants to NGOs in Giza and Minya, totaling approximately \$1,232,000. The 22 grantees have developed community based activities that highlight the following focus areas:

- *Preventive:* awareness raising; children's rights; promoting tolerance and family stability; improving family communications.
- *Promotional:* increasing awareness of Family Courts and mediation services; increasing public knowledge of legal rights and access to justice.
- *Direct Services:* family counseling; legal counseling; legal aid; economic empowerment of vulnerable families.



NGO GRANT AGREEMENT SIGNING

Activities Summary

| Activity | Date | Status | Notes |
|--|---------------|-----------|--|
| Orientation workshops for NGOs in Giza and Minya | December 2006 | Completed | 1 day training; 51 participants from 18 NGOs were introduced to family justice issues, refined their proposals and identified the expected results based on FJP criteria |
| Orientation Workshop in Giza | May 2007 | Completed | 35 participants from 12 potential Giza grantees were introduced to family courts law, refined their proposals and identified the expected results based on FJP criteria. |
| Orientation workshop in Port Said | June 2007 | Completed | 36 participants from 9 Port Said potential grantees were introduced to FJP goals; family courts law, grant requirements and NGOs were |

| | | | |
|--|--------------------------------|-----------|---|
| | | | invited to submit concept papers. |
| NGO media training; Minya | August 2007 | Completed | 33 attendees representing 22 NGOs were present |
| NGO media training; Giza | September 2007 | Completed | 31 attendees representing 17 NGOs were present |
| Grant Awards | December 2006 – September 2007 | On-going | Awarded 22 Grants in total; 10 in Minya and 12 Giza |
| Final grant approval from USAID and NCCM | December 2006 – September 2007 | Completed | Submitted grant proposals approved by USAID/NCCM |
| Grant Agreement Signings | December 2007 – September 2007 | On-going | Signed the 22 agreements (See Annex 5 for list of grantees) |

1. NGO Grant Process

Specialized grant training was provided to NGOs interested in submitting proposals. The training familiarized potential grantees with the parameters of the program, the grant requirements, effective grant writing, and targeting results. The first workshop, held on December 20-21, 2006, was conducted by FJP experts and was attended by 51 NGO participants. Additional trainings were held in May and June.

A request for proposals was issued in June 2006 and 82 proposals were submitted. The proposals were reviewed by a joint panel from USAID, NCCM, and FJP. All proposals were ranked numerically for awards. Additional due diligence was completed through technical and financial reviews of the NGOs by FJP field staff. After review and negotiation, grant awards were made to 22 NGOs. Additional grants may be awarded from the original RFA, but it is also anticipated that a new RFA will be issued to target services not currently being provided and based on lessons learned from the grant process. Additional proposals have been submitted by NGOs in Port Said which are currently undergoing further development.

2. NGO Activities

a. Giza- 12 NGO grantees are currently funded by FJP in the governorate of Giza: *New Horizons Foundation, Future Girls' Association, National Association for the Defense of Rights and Freedoms, Hawaa Al-Mostakbal Society for Family & Environmental, Shemou' Association for Human Rights & Local Development, Alliance for Arab Women, Masr El Mahroosa Baladi Association, Caritas Egypt, El Tawan Association for Developing Local Community, Heya Foundation for Women, Egyptian Foundation for Family Development, and Light of Life Association for Family and Child.*

These 12 NGO work in cooperation with an additional 17 partner NGOs to support the implementation of activities and meet target results (See Annex 6 for list of NGO

achievements). Some of the activities accomplished by these NGOs include the following:

- 19 family counseling offices were established to provide social, psychological and legal counseling to families in dispute.
- 153 family dispute cases were settled amicably
- 40 home visits to families in dispute in target areas were conducted by program staff, volunteers, and family counseling office staff. These visits allowed staff to evaluate the cases, help stabilize family relationships and provide meaningful resolutions.
- 11 community assemblies were held to raise awareness of FJP objectives and activities. 851 participants including community leaders, sub-grantee Board of Directors, members of the People's Assembly and religious figures participated.
- 250 citizens participated in community support committees in targeted areas to assist NGOs in the implementation of program activities.
- 150 citizens participated in awareness raising seminars and assemblies to increase knowledge of family law.
- 7 children-at-risk protection committees were established. These committees monitor children at risk, work to protect them from delinquency or becoming street children and support their specialized needs. These committees include local doctors, teachers, lawyers, social workers and religious leaders.
- 35 students were provided with support to continue their education, thus preventing them from dropping out of school. Support included tuition, school supplies and uniforms and academic support.
- 67 seminars and assemblies on healthy marriages and family lifestyles reached 835 newly married couples.

b. Minya- 10 NGO grantees are currently funded by FJP in the governorate of Minya: *Minya Businessmen Association, Samalut Culture Palace Pioneers, Minya coalition of Health NGOs, New Vision Association for Development, Social Services and Integrated Development, Egypt Renaissance Foundation, The Good Shepherd, The Evangelical Association for Sustainable Development, Future Eve, and Saydat Misr Society for Women's Affairs.*

These NGOs cooperate with 23 partner NGOs to complete implementation of their activities and achieve target results (See Annex 6 for list of NGO achievements). Some of the activities accomplished by these NGOs include the following:



FJP sponsored Kindergarten

- 18 workshops focused on empowering and supporting grantees during program implementation were held for 455 social workers, lawyers, family counseling office staff and NGO staff.

- 24 Family Counseling Offices were established. This resulted in 2,193 family dispute cases being settled amicably. Also, 226 disputes were legally resolved by lawyers from family counseling offices and 425 cases received legal counseling. These results were achieved through the collaboration of NGOs, social committees and local community leaders.
- Awareness raising on family law and mediation office services to support families, including:
 - 13,100 citizens attended 29 public meetings
 - 350 male and female youth participated in 5 seminars at youth centers
 - 126 families attended 2 counseling sessions at Samalut family forum
 - 250 women participated in awareness raising seminars
- 355 home visits to families in dispute in target areas were conducted to review cases, help stabilize relationships and provide meaningful resolutions.
- 19 awareness raising meetings were conducted in youth centers and schools to discuss the issue of child labor and children’s rights.
- Psychological and social support was provided to 80 families of prisoners who are in crisis.
- 236 low-income families were economically empowered through the establishment of micro-enterprises projects setup by NGO grantees.
- 200 students were provided support to continue their education, thus preventing them from dropping out of school. Support included tuition, school supplies and uniforms, and academic support to continue their education and not drop out of schools.
- 75 psychological and social workshops were provided to children whose families are in dispute.

3. NGO Capacity Building

The MOJ has agreed to collaborate with NCCM to support their capacity building initiative to train and educate NGOs on Law 10 and the work of the mediation offices. This is a result of an original request from the *Arab Alliance for Women* to the MOJ to participate in one of their training programs as part of FJP funding. Following the request, FJP suggested expanding this event to include all NGOs and thereby increase the cooperation between the MOJ and the NGO community. FJP drafted a letter which Ambassador Khattab sent to Minister Marie requesting MOJ cooperation. The MOJ responded favorably and nominated

NGO Success Story

FJP NGO Staff gave a presentation at the NCCM annual meeting attended by 250 needy mothers and their children. Most of these participants have family issues and do not know where or to whom to turn, so they were referred to our Giza NGOs. NGO grantees were attending an FJP capacity building training at the same time, so we introduced some families to the NGO representatives. The NGOs scheduled appointments for the families or even placed phone calls and resolved some of their problems on the spot. Families with disabilities were referred to the Caritas/ SETI center which focuses on disabled children in families in dispute --- so now we are providing grants and clients as well. The NCCM representatives felt it was very effective since it was not just information **that participants gained, but immediate action was taken.**

Counselor Attaweya to participate in the training. FJP is currently developing the agenda and logistics for the event which is scheduled for early next fiscal year.

4. Media and Community Awareness Activities

In August 2007, Task II delivered a capacity building workshop which was attended by 33 project managers and media personnel representing 22 NGOs from Minya. The workshop, which was held on NCCM premises, focused on media and public relations skills, providing NGOs with the know-how to implement a communication strategy, organize and execute public relations campaigns and public events. A similar workshop was held for Giza NGO representatives in September 2007. A total of 31 project managers and media personnel representing 17 NGOs attended the Giza workshop. Participants engaged in interactive sessions on the role of NGOs in relation to media. The workshop trained participants how to produce brochures, flyers, and to support their public outreach efforts.

B. Issues Encountered and Lessons Learned

- While many grants were well written, the actual capacity for delivery was not nearly as advanced. These deficiencies were determined when NGO field staff conducted individual technical and financial reviews of the NGOs and their proposed activities. The Task II staff was required to work closely with the NGOs to adjust activities to match the capabilities of the organizations as well as the need for services. Also, the FJP financial staff carefully reviewed budgets and matched them to the reality of the activities and local costs. This required that budgets be reevaluated and adjusted. These technical and financial reviews took a significant investment in time but are important in ensuring that the NGOs can provide the services on a reasonable cost basis. Despite this challenge, a total of 22 grants were signed and are now active.
- Some of the smaller NGOs lack capacity in the area of financial reporting which led to incomplete or inaccurate accounting reports. However, through support from the FJP NGO financial staff, simplified reporting forms have been provided to the organizations along with individualized instruction on how to properly submit financial information. To further build this capacity, a financial workshop will be provided for all NGO grantees in early FY 2008.
- Early FY 2007, FJP's Monitoring and Evaluation System was not fully developed, making it difficult for Task II to collect the necessary information and results. However, after a new M&E Specialist joined the project in June, revisions to the M&E System were finalized and a scorecard for NGOs was designed to measure results accurately. Task II also developed reporting templates to help simplify and standardize the information received from all grantees.

- NGOs were slow in the development of their public awareness campaigns due to a lack of information and capacity. This was due in part to the lack of media strategy and training for NGOs on public awareness campaigns and organizing media events. However, a Media Specialist was hired and a media strategy for both NGOs and the MOJ was developed and approved. Two separate training sessions for NGOs in Minya and Giza were held at NCCM to train NGOs in developing campaigns and events in compliance with USAID branding requirements. All NGOs were provided with templates for banners, posters, brochures, and other informational material. These templates ensure consistency, compliance with USAID branding guidelines, and serve as an easy format for grantees to adapt.

C. Next Steps

- Current NGO grantees continue implementing their activities and achieve targeted results with the support of field visits from NGO staff to maintain supervision and build capacity both technically and financially.
- Develop training manual for NGOs with standardized protocols for strengthening the family, based on solving family disputes from a human rights approach. The manual will provide methodology to support the family, the rights of children, emphasize the role of family members and provide effective mediation techniques designed to ensure family stability.
- Several capacity building workshops, trainings and orientations for NGOs are currently being developed and will take place FY 2008. Some of those planned include:
 - Capacity building workshop on human rights approach to strengthening families using the new training manual for NGOs (Giza, Minya, Port Said)
 - Training workshops for NGOs on specific technical or programmatic skills based on their needs as identified by the scorecard results (Giza, Minya, Port Said)
 - 3 Orientation workshops (1 Giza, 1 Minya and 1 Port Said) for potential grantees to develop concept papers into proposals according to FJP criteria.
 - NGO grantee orientation training (1–3 day trainings for each governorate) to increase capacity of NGOs to implement program.
- Award additional grants to NGOs in the three pilot governorates. Provide support for program implementation, along with revising the new selection criteria and issuing the second RFA for potential NGO grantees.

III. Monitoring and Evaluation:

The FJP M&E performance management plan was updated and finalized, with the collaboration of USAID, during the last quarter of FY 2007. During August 2007, USAID M&E consultant, Larry Benya, worked closely with FJP to review the performance monitoring system and complete data verifications. Indicators were updated and targets were revised where appropriate. (See Annex 7 for FJP performance management plan).

Starting in FY 2008, the FJP M&E reporting system will track individual work plan activities and will be submitted on a quarterly basis, in addition to the required annual USAID Performance Monitoring report. The excel-based system is updated on a quarterly basis and presents data in a format that can easily assess results against targets.

The current configuration for USAID reporting is as follows:

Objective/Goal 2: Governing Justly and Democratically
Program Area 1: Rule of Law and Human Rights
Program Element 1.3: Justice System
Program Sub-element 1.3.4: Access to Justice

Performance Indicators include the following:

2.1.3 b: Number of justice sector personnel that received USG training
2.1.3.f: Number of legal institutions and associations supported by USG
2.1.3.g: Number of people visiting USG-supported legal service centers serving low income and marginalized communities
2.4.1.b: Number of Civil Society Organizations using USG assistance to improve internal organizational capacity
2.4.1.A: In a given year, the number (and percentage) of assisted NGOs for whom strengthened capacity can be demonstrated that are found to have strengthened capacity, as determined by an increase over their last score on a FJP-specific NGO scorecard.

As part of the M&E system, an NGO scorecard, a tool which measures an NGO's current capacity, was developed. Initially a lengthy and detailed scorecard was developed but was determined to be too burdensome on NGOs. The scorecard was revised to be more user friendly and to obtain relevant information that would lead to a real measure of NGO capacity. The scorecard measures NGO capacity in five areas; 1) strategic management, 2) program management, 3) information management, 4) external relations management and 5) financial management. Based on the results of the baseline, FJP can determine the necessary technical assistance to increase the capacity of NGOs and ensure that program objectives are achieved. The baseline will be determined at the beginning of FY2008.

Data for the indicators was verified by USAID personnel, with the exception of 2.1.3g. A portion of this data is obtained from the MOJ and includes the number of cases filed in the mediation offices, which we were not able to verify independently. The MOJ provided this information to us directly from their records; however, our IT specialist assisted the MOJ in setting up an excel system to record the hard copy data received from the various courts into electronic format. The portion of the data that includes NGO supported centers was verified by USAID.

Annexes

Annex (1) Project Activities Summary (Task One)

| Activity | Date | Achievements |
|--|-------------------------|--|
| Preparation of initial training for mediation offices personnel and family court experts | October 2006 | Training outline prepared |
| Giza Mediators Interdisciplinary Orientation Training conducted | November 2006 | 109 mediators, admin workers and court experts were trained |
| Minya Mediators Interdisciplinary Orientation Training conducted | November 2006 | 109 mediators, admin workers and court experts were trained |
| Port-Said Mediators Interdisciplinary Orientation Training conducted | November 2006 | 30 mediators, admin workers and court experts were trained |
| One-day NGO Orientation Training conducted | December 20, 2007 | 51 participants from Minya and Giza NGOs were trained on mediation skills and techniques |
| Legal manual for specialty training developed | February, 2007 | Draft for the legal manual produced |
| Mediation training for Legal specialists in Minia conducted | Feb. 19-21, 2007 | 25 legal specialists trained |
| Legal Manual revisions | March 2007 | revisions to the curricula and training materials were made throughout the training process based on lessons learned |
| Mediation Training for Legal Specialists in Giza and Port Said conducted | March 6-8, 2007 | 35 legal specialists trained |
| Psycho-Social manual for specialty training developed | April 2007 | Draft of the psycho-social manual produced |
| Mediation Training for Psycho-Social Specialists Minia conducted | March 18-20, 2007 | 31 legal specialists trained |
| Basic Mediation Skills for Psycho-Social | April 3-5, 2007 & April | 54 Psycho-social specialists trained |

| Activity | Date | Achievements |
|---|------------------------|--|
| Specialists - Giza & Port-Said conducted | 28-30, 2007 | |
| Mediation Skills and Team Work Training Manual developed | May, 2007 | Draft of the manual produced |
| Application of Mediation Skills and Team Work - Port Said conducted | May 15-16, 2007 | 25 specialists and administrative employees from the pilot family courts in Port Said participated in a 2-day training workshop which focused on strengthening mediation skills and team work techniques |
| Port Said Mediation Offices personnel graduation Ceremony | May 16, 2007 | Graduation ceremony for mediation office personnel. Certificates for attending three-phase training are distributed |
| Mediation Skills and Team Work Training revisions conducted | May, June, 2007 | revisions to the curricula and training materials were made throughout the training process based on lessons learned |
| Application of Mediation Skills and Team Work - Giza | May 26-31, 2007 | 108 specialists and administrative employees from the pilot family courts in Giza participated in a 2-day training workshop which focused on strengthening mediation skills and team work techniques |
| Giza Mediation Offices personnel graduation Ceremony | June 24, 2007 | Graduation ceremony for mediation office personnel. Certificates for attending three-phase training are distributed |
| Application of Mediation Skills and Team Work - Minia | June 1-7 & 19-20, 2007 | 114 specialists and administrative employees from the pilot family courts in Minya participated in a 2-day training workshop which focused on strengthening mediation skills and team work techniques |
| Minia Mediation Offices personnel | June 20, 2007 | Graduation ceremony for mediation office |

| Activity | Date | Achievements |
|--|--------------------------|--|
| graduation Ceremony | | personnel. Certificates for attending three-phase training are distributed |
| Mediation Skills and Team Work Manual revised | May 2007 | revisions to the curricula and training materials were made throughout the training process based on lessons learned |
| National Training Strategy Submitted | April 2007 | |
| National training manual developed | July 2007 | Draft of the manual produced |
| Training of Trainers for potential trainers | July 28 – August 1, 2007 | 9 potential trainers trained |
| National Training Plan implementation | On going | |
| Mediation and Team Work Skills - Cairo North | July 28 – Aug. 16, 2007 | 105 Trained |
| Mediation and Team Work Skills - Cairo South Group | Aug. 20 – Sep. 6, 2007 | 123 Trained |
| National Training Manual revisions | September 2007 | revisions to the curricula and training materials were made throughout the training process based on lessons learned |
| Preparation of Judges training | September 2007 | Judges training plan and program design developed. Preparation of implementation process started. |

Annex (2) List of Trainings 2006 – 2007

| Program Name | Start Date | End Date | Males | Females | Total |
|---|------------|------------|-------|---------|-------|
| Pilot Governorates: | | | | | |
| Giza Mediators Interdisciplinary Orientation Training G1 | 11/7/2006 | 11/7/2006 | 21 | 17 | 38 |
| Giza Mediators Interdisciplinary Orientation Training G2 | 11/8/2006 | 11/8/2006 | 16 | 19 | 35 |
| Giza Mediators Interdisciplinary Orientation Training G3 | 11/9/2006 | 11/9/2006 | 12 | 24 | 36 |
| Port Said Mediators Interdisciplinary Orientation Training P1 | 11/15/2006 | 11/15/2006 | 8 | 22 | 30 |
| Minya Mediators Interdisciplinary Orientation Training M1 | 11/20/2006 | 11/20/2006 | 27 | 15 | 42 |
| Minya Mediators Interdisciplinary Orientation Training M2 | 11/21/2006 | 11/21/2006 | 22 | 13 | 35 |
| Minya Mediators Interdisciplinary Orientation Training M3 | 11/22/2006 | 11/22/2006 | 16 | 16 | 32 |
| NGOs Orientation Training | 12/20/2006 | 12/21/2006 | 33 | 18 | 51 |
| Basic Mediation Skills for Law Specialists - Minya | 2/19/2007 | 2/21/2007 | 20 | 5 | 25 |
| Basic Mediation Skills for Law Specialists - Giza and Port-Said | 3/6/2007 | 3/8/2007 | 16 | 19 | 35 |
| Basic Mediation Skills for Psycho-Social Specialists - Minya | 3/18/2007 | 3/20/2007 | 20 | 11 | 31 |
| Basic Mediation Skills for Psycho-Social Specialists - Giza and Port-Said | 4/3/2007 | 4/5/2007 | 8 | 20 | 28 |
| Basic Mediation Skills for Psycho-Social Specialists - Giza and Port Said | 4/28/2007 | 4/30/2007 | 8 | 18 | 26 |
| Application of Mediation Skills and Team Work - Port Said | 5/15/2007 | 5/16/2007 | 7 | 18 | 25 |
| Application of Mediation Skills and Team Work - Giza - G1 | 5/26/2007 | 5/27/2007 | 7 | 21 | 28 |
| Application of Mediation Skills and Team Work - Giza - G2 | 5/28/2007 | 5/29/2007 | 6 | 17 | 23 |

| Program Name | Start Date | End Date | Males | Females | Total |
|--|-------------------|-----------------|--------------|----------------|--------------|
| Application of Mediation Skills and Team Work - Giza - G3 | 5/30/2007 | 5/31/2007 | 14 | 17 | 31 |
| Application of Mediation Skills and Team Work - Minia - M1 | 6/2/2007 | 6/3/2007 | 20 | 12 | 32 |
| Application of Mediation Skills and Team Work - Minia - M2 | 6/4/2007 | 6/5/2007 | 14 | 11 | 25 |
| Application of Mediation Skills and Team Work - Minia - M3 | 6/6/2007 | 6/7/2007 | 19 | 9 | 28 |
| Application of Mediation Skills and Team Work - Minia - M4 | 6/19/2007 | 6/20/2007 | 16 | 13 | 29 |
| Application of Mediation Skills and Team Work - Giza - G4 | 6/23/2007 | 6/24/2007 | 17 | 9 | 26 |
| Training of Trainers | 7/28/2007 | 8/1/2007 | 5 | 4 | 9 |
| National Training: | | | | | |
| Mediation and Team Work Skills - Cairo North Group (1) | 7/28/2007 | 8/2/2007 | 10 | 27 | 37 |
| Mediation and Team Work Skills - Cairo North Group (2) | 8/6/2007 | 8/9/2007 | 12 | 24 | 36 |
| Mediation and Team Work Skills - Cairo North Group (3) | 8/13/2007 | 8/16/2007 | 8 | 24 | 32 |
| Mediation and Team Work Skills - Cairo South Group (1) | 8/20/2007 | 8/23/2007 | 16 | 25 | 41 |
| Mediation and Team Work Skills - Cairo South Group (2) | 8/27/2007 | 8/30/2007 | 8 | 29 | 37 |
| Mediation and Team Work Skills - Cairo South Group (3) | 9/3/2007 | 9/6/2007 | 19 | 26 | 45 |

Annex (3) Family Justice Project Assessment Visit Report Kit Kat

Building for Giza City Family Courts

Details of Visit:

On September 20, 2007 at the request of Counselor Osama Attaweya an assessment visit was made to the Kit Kat Building in Giza, which is the proposed site for the Giza City Family Courts. Family Justice Project (FJP) Engineer Sami Yacoub conducted the assessment in cooperation with MOJ Engineer Nihal Aziz and Amideast Engineer Hesham El Attar. The group visited the various apartments located in the building, made photographs, and FJP developed the following report.

Background:

Giza Governorate currently has twelve Family Courts (FCs)/ Mediation offices; seven FCs for the City of Giza as the capital of the Governorate and five for the rural areas of the Governorate (Marakez). Because of the dense population of Giza, the MOJ is considering increasing the number of mediation offices/Family Courts for the City of Giza from seven to ten.

The proposed site to house the Giza City Family Courts (FCs) is the MOJ building at Kit Kat Square. This building will be dedicated exclusively to the Family Courts as all other Courts are currently being relocated to other locations. This location has adequate room to house the seven (or ten if expanded) Family Courts of the city of Giza; however, significant repairs are needed for the building.

Site History:

The building was built initially as a residential apartment building with two separate wings; one wing facing east and one facing west. Each wing has an independent entrance and staircase for its apartments. The east wing is facing the Nile and is occupied now by the Ministry of Culture (MOC). The MOC has renovated this wing. The west wing is facing the Talaat Harb Club (Green area) and is occupied now by MOJ/ North Giza Court and other courts which are currently moving out of the building to other locations.

The building is a reinforced concrete building. It is owned by the Ministry of Awqaaf and leased long term to MOJ and MOC. There is adequate parking space for visitors to the building. The building is located in a central square in Giza (Kit Kat square) and easily accessible by public transportation and private cars.

The ground floor is raised to a level of 1.5 meters above street level. There are two basements under the ground floor, one on each side of the building entrance (these basements were originally car garages for the apartment building). The basements are one meter below the street level. MOJ has modified this residential building from its original

configuration to utilize it as an office building and for courts. The original apartment, kitchens and some bathrooms were modified and are now used as offices.

The site description is as follows:

| Level | Current Function | Current Condition |
|-------------------|--|--|
| Basements | 2 Archive rooms One in north basement and one in south basement | Water pipes run alongside the files and documents, there is water leakage from the 1 st floor bathrooms |
| Ground Floor | 3 apartments combined into one large apartment supporting 3 court rooms. 3 regular apartments used as offices | Damaged walls and doors from water leakage. Court rooms need improvements. |
| First Floor | 6 apartments used as offices | Bathrooms are not all fully functional. Some bathrooms and kitchens were converted into offices. Water damage in entrance of one of the offices. Doors and walls need repair. |
| Second Floor | 6 apartments used as offices | Much like the first floor. Water damage to ceilings in offices. |
| Third Floor | 6 apartments used as offices | Most bathrooms are unserviceable and need repair. |
| Fourth Floor/Roof | 4 apartments total -- 2 used as offices 2 used as guest house for judges | Roof area currently unused can be utilized to maximize space. Reception areas and offices are in decent shape but need a “face-lift” and additional repairs to be fully functional. Fourth floor is in the better condition than other floors. |

The staircase is in good condition and has been recently renovated.

Utilities:

- The electric connection to the building appears to be in bad condition. (*Note: AOJS II plans to make a visit to Giza with JIC to perform a more thorough electrical assessment by next week.*)
- The water connection needs to be checked and evaluated.

- Sewer connection needs to be checked and evaluated
- There is a natural gas connection to the building but it is not being used and not connected to any kitchen.

Recommendations:

- All bathrooms/toilets need major repair including insulation of the floors to prevent water leakage to the building. All connections to the bathrooms/toilets need major repair.
- All walls and ceilings need further structural evaluation and repairs as necessary. All walls and ceilings need painting.
- Floors need repair and some need replacement.

Drawings for the building are not available; therefore, it is recommended that professional drawings be completed for the building based on its current configuration. This survey should include details of the apartments and dimensions and should describe the existing condition of each room. Once these architectural drawings are complete the MOJ can determine the distribution of mediation rooms, staff offices, clerks offices, etc. Based on that information the necessary infrastructure upgrades can be determined.

Conclusion:

The FJP role's is to make repairs to those rooms identified as mediation rooms or offices for the mediation specialists and to related facilities, such as bathrooms, that are serving those utilizing the mediation office services. At the present time, FJP cannot determine the location of those rooms since the MOJ has not yet decided on their specific location within the Kit Kat Building. Once the MOJ has identified the number of mediation rooms and offices and their location, FJP can better estimate the specific repairs and their cost.

Annex (4) Family Justice Project Report on Upgrades to Port Said Family Court

The Family Justice Project (FJP), in collaboration with the Ministry of Justice, agreed to upgrade the facilities of the Port Said Governorate Mediation offices/Family Court. USAID provided funding through FJP and the Administration of Justice II (AOJS II) project to implement the upgrades. FJP was responsible for the general upgrades and AOJS II was responsible for the installation of a Computerized Information System for the Family Court (Computer server, Local Area Network and Computers) and total renovation of all the electric wiring systems of the Court (Light, Air Condition and Computers networks).

FJP completed all of the upgrades, both inside and outside the Court (gardens), on October 4, 2007. The following list details the work completed:

1. Building and Demolishing Work:

- All ceilings were inspected and repaired when necessary according to industry standard (rust removed from reinforcement steel bars, painting the clean bars with epoxy paint and patches filled with suitable cement plaster).
- A new Archive room was constructed in the space under the staircase. New walls were built and plastered and a new door installed.
- The inside walls, sanitary connections and wall tiles were demolished from the old Ladies toilet, all the walls were plastered and the room converted to Computer server room.
- The old Archive room was replaced by a new Ladies Toilet and a Canteen. All walls and floors were covered with ceramic tiles. A new door was installed for the Ladies Toilet.
- The old ceramic wall and floor tiles of the Men's Toilet were demolished and new ceramic tiles installed.
- Storage cabin for the Automatic fire fighting gas cylinder was constructed behind the new computer server room.
- The court demolished the wall between the two inside rooms to create a new mediation room. The demolished wall and old floor tiles were removed, the doors were relocated, new floor tiles were installed and walls repaired.
- All doors and windows were inspected and repaired, new door locks and door handles installed.
- All the trenches made in the walls for the new electric wiring networks installed by AOJS II were filled and plastered.
- All walls, ceilings, doors and windows were painted.

2. Sanitary Work:

- Two public Toilets (one for Ladies and one for Men) and one small Toilet for Judges were totally renovated. The old floors were removed and a concrete pad

was installed and insulated. New water and drainage pipes and connections were installed and the new piping was pressure tested according to industry standards. New ceramic tiles for floors and walls were installed. New Ideal Standard toilets, urinals, and lavatories were installed.

- All the outside drainage pipes and connections to the toilets were replaced with new high grade cast iron pipes and connections.
- The water and drainage connections of the canceled toilet above the computer server room (now an archive room) were all removed and all pipe connections from the outside of the building to this room were canceled to avoid any possible water or drainage connections to this room in the future.
- A new 1 ½ inch diameter water connection from the outside water meter in the garden to the court was made for feeding the new water fire hydrants and toilets.
- Stainless steel lavatory and a granite shelve were installed in the canteen. Water, cold water and drain connections were made for the canteen.
- A new water cooler was installed instead of the old cooler. The cold water outlet of this cooler is connected to the canteen.
- Piping was installed in all the rooms for the drainage of the water condensate of the Air Condition units.

3. Air Condition and Ventilation work:

- 9 Air Conditioning units (Carrier 3 Horse Power, high wall mounted, split units) were installed; of which 7 units were installed in the office/ mediation rooms, and 2 units in the computer server room.
- 10 wall mounted fans (Toshiba 16 inch diameter fan) were installed; of which 9 were installed in the office rooms, and one in the new archive room.
- 11 ceiling fans (Toshiba 56 inch diameter fan) were installed; of which 8 fans were installed in the inside waiting hall, and 3 in the two inside high wall offices.
- 4 ventilation/extraction fans (National Panasonic 30 centimeter square fan) were installed; of which 3 were installed in the toilets (one in each toilet) and one installed in the canteen.

4. Raised Floor Work:

- Raised floor was installed inside the computer server room. The raised floor is manufactured by Quatro Italy; it consists of 0.6 x 0.6 meter, fire resistant, compressed wood panels, 39 millimeter thickness with antistatic high pressure laminate cover and PVC edging; the panels are installed on stringers and adjustable galvanized steel pedestals (up to 25 centimeter height)

5. Fire fighting and Fire Alarm Work:

- Automatic Fire fighting and Fire Alarm system was installed in the computer server room. The automatic fire fighting system is FM 200 Gas system manufactured by Cofem & Thorn England; the system is complete with sprinklers, 20 Kilogram capacity high pressure FM 200 gas bottle and accessories.

The automatic Fire Alarm system includes one alarm panel, one smoke sensor, one ionic sensor, one alarm bell and one siren.

- Fire Alarm system for the Family Court independent from the Alarm system of the server room was installed. The system includes one heat sensor installed in the canteen and 5 smoke sensors of which one is installed in the archive room, one installed in the waiting hall and 3 installed in the corridor. The Alarm panel is installed at the entrance of the Court; two alarm bells are installed one in the corridor and one at the alarm panel.
- Two Bavaria fire fighting water hydrants with hose reel, 30 meters long one inch hose and multipurpose water nozzle were installed; one installed at the entrance of the Court and one at the end of the corridor.
- One Bavaria automatic, ceiling mounted multipurpose powder extinguisher capacity 12 Kilogram is installed inside the archive room.
- Five Bavaria wall mounted, multipurpose powder extinguishers, capacity 6 Kilogram each were installed on the walls of the corridor and waiting hall.

6. Light Fixtures:

All light fixtures were replaced by new Three Brothers fixtures as follows:

- 18 fixtures for the office rooms, 2 fixtures per room. These fixtures are florescent 3 lamps 1.2 meters long, ceiling mounted, louver mirror.
- 11 fixtures florescent 2 lamps 1.2 meters long, ceiling mounted, louver mirror. These were installed 2 in the server room, 8 in the waiting hall and 1 in the archive room.
- 5 fixtures florescent 4 lamps 1.2 meters long, wall mounted, louver mirror. These were installed in the two inside high ceiling offices.
- 12 fixtures florescent 4 lamps 0.6 meters long, square drop ceiling fixture, louver mirror. These were installed in the corridor drop ceiling.
- 5 fixtures florescent 2 lamps 0.6 meters long, wall mounted. These were installed 2 in the archive room, 1 in Judges toilet, 1 in corridor in front of judges' toilet and 1 in the canteen.
- 5 fixtures florescent 1 lamp 0.6 meters long, wall mounted. These were installed 2 in Ladies toilet, 2 in Men's toilet and 1 in Judge's toilet.
- 5 fixtures 1 lamp 100 watt, round, ceiling mounted. These were installed 2 in Ladies toilet and, 3 in Men's toilet.

7. Outside Gardens:

Two outside gardens at the entrance of the Family Court were renovated, one for children and one for adults:

- Children's garden - new green fence (Ficus trees and Bougainvillea/Gohannamia bushes) was planted adjacent to the existing fence. A wood kiosk was installed to control children going in or out of the garden. Three garden benches, one swing, one slide and one seesaw were installed inside the garden.

- Adult area- new green fence (Ficus trees and Bougainvillea/Gohannamia bushes) was planted adjacent to the existing fence. A steel gate was installed in the existing fence. Two garden benches were installed inside the garden.

8. Office Furniture:

The following furniture was provided for the Family Court:

- 12 wood desks 1.2 meter wide for the new PCs provided by AOJS II.
- 8 wood tables for the printers and scanners provided by AOJS II.
- 3 round conference tables 1.2 meters diameter for the mediation rooms.
- 33 chairs (12 for the desks and 7 for each round table).
- 12 three seat benches for the waiting hall.

Annex (5) List of Grantees FY 2007

| # | Proposal # | Grant # | NGO Name / Program Title | Program Location | Grant Duration (Months) / Start Date | Grant Amount (\$000) |
|----|------------|-----------------|--|------------------|--------------------------------------|----------------------|
| 1 | 111-71M22 | GA-263-06-01-00 | Minya Businessmen Association <i>Justice Offices Program</i> <i>Family</i> | Minya | 12 (11Dec 06) | 45 |
| 2 | 1-36O16 | GA-263-06-02-00 | New Horizons Foundation <i>Interaction Program</i> | Giza / Minya | 12 (1 Jan 07) | 48 |
| 3 | 1-4M1 | GA-263-06-03-00 | Samalut Culture Palace Pioneers <i>& Family</i> <i>Culture</i> | Minya | 12 (1 Jan 07) | 31 |
| 4 | 1-81M32 | GA-263-06-04-00 | Minya Coalition of Health NGOs <i>Family Rights & Society Welfare</i> | Minya | 24 (1 Jan 07) | 153 |
| 5 | 1-46G11 | GA-263-06-05-00 | Future Girls' Association <i>Justice Awareness & Empowerment for Family and Child</i> | Giza | 12 (1 Jan 07) | 48 |
| 6 | 1-37G26 | GA-263-07-06-00 | National Association for the Defense of Rights and Freedoms <i>Legal & Social Counseling for the Egyptian Family</i> | Giza | 12 (1 Feb 07) | 25 |
| 7 | 1-72M23 | GA-263-07-07-00 | New Vision Association for Development <i>Family Stability & Justice Enhancement</i> | Minya | 12 (1 Feb 07) | 35 |
| 8 | 1-62M13 | GA-263-07-08-00 | Social Services & Integrated Development <i>Family Support in Minya</i> | Minya | 12 (1 Feb 07) | 31 |
| 9 | 1-66M17 | GA-263-07-09-00 | Egypt Renaissance Foundation <i>Supporting Children Rights & Women Issues in Egyptian Family</i> | Minya | 12 (11 Feb 07) | 37 |
| 10 | 1-70M21 | GA-263-07-10-00 | The Good Shepherd <i>Liberty Children</i> | Minya | 12 (1 April 07) | 21 |
| 11 | 1-20G7 | GA-263-07-11-00 | Hawaa Al-Mostakbal Society for Family & Environmental <i>Community Cooperation against Family Violence</i> | Giza | 12 (1 April 07) | 53 |
| 12 | 1-57G22 | GA-263-07-12-00 | Shemou' Association for Human Rights & Local Development <i>Enhancing the Bonds of Family Stability</i> | Giza | 12 (1 April 07) | 45 |
| 13 | 1-41O20 | GA-263-07-13-00 | Center for Egyptian Family Development | Giza | 12 | - |

| # | Proposal # | Grant # | NGO Name / Program Title | Program Location | Grant Duration (Months) / Start Date | Grant Amount (\$000) |
|--------------|------------|-----------------|---|---------------------------|--|----------------------|
| | | | <i>Happy Egyptian Family Program</i> | | (1 April 07) <i>Award Declined*</i> | |
| 14 | 1-33O13 | GA-263-07-14-00 | Alliance for Arab Women <i>Supporting the Family Court</i> | Giza, Minya, Port Said | 24 (1 June 07) | 246 |
| 15 | 1-5M2 | GA-263-07-15-00 | The Evangelical Association for sustainable Development <i>Better Practice Towards minimizing Family Conflict</i> | Minya | 12 (8 August 07) | 55 |
| 16 | 1-7M4 | GA-263-07-16-00 | Future Eve <i>Happy Family void of Discrimination and Domestic Violence</i> | Minya | 12 (8 August 07) | 31 |
| 17 | 1-69M20 | GA-263-07-17-00 | Sydat Misr Society for Women's Affairs <i>Supporting Family Stability</i> | Minya | 12 (8 August 07) | 27 |
| 18 | 1-31O11 | GA-263-07-18-00 | Masr El Mahroosa Baladi Association <i>Towards Better Marriage</i> | Giza | 15 (1 Sep. 07) | 74 |
| 19 | 1-32O12 | GA-263-07-19-00 | Caritas Egypt/Seti Center <i>Stable Family Challenging Disability by Counsel and Empowerment</i> | Giza | 12 (23 Sep. 07) | 68 |
| 20 | 1-16G3 | GA-263-07-20-00 | Al Tawan Association for Developing Local Community (Yad b Yad) <i>Family Stability is the Base for Society Development</i> | Giza | 12 (25 Sep. 07) | 36 |
| 21 | 1-26O6 | GA-263-07-21-00 | Heya Foundation for Women <i>Accord for Family Safety</i> | Giza | 12 (26 Sep. 07) | 44 |
| 22 | 1-48G13 | GA-263-07-22-00 | Egyptian Foundation for Family Development <i>Mediation System Support</i> | Giza | 12 (27Sep. 07) | 29 |
| 23 | 1-52G13 | GA-263-07-23-00 | Light of Life Association for Family & Child <i>Family & Child Legal Protection</i> | Giza | 12 (27 Sep. 07) | 50 |
| Total | | | | | | 1,232,000 |

Note: All Numbers are approximated.

Annex (6) Grantees Accomplishments FY 2007

| # | Activity | Minya | Giza | Total |
|----|--|--------|-------|--------|
| 1 | No. of Partners / Sub grantees | 23 | 17 | 40 |
| 2 | No. Counseling Centers | 24 | 19 | 43 |
| 3 | No. of Visiting cases to counseling centers (provision of social, legal and psychological counseling) | 2,618 | 773 | 3,391 |
| 4 | No. of Dispute Cases Settled | 651 | 153 | 804 |
| 5 | No. of Trainings (NGOs staff, community leaders, social workers & lawyers) | 26 | 17 | 43 |
| 6 | No. of Trainees (NGOs staff , community leaders, social workers & lawyers) | 668 | 165 | 833 |
| 7 | No. of Awareness Raising Events (meetings, seminars, course and competitions) About: <ul style="list-style-type: none"> • Family court law & mediation office services • Acceptance of the other & non violence • child rights | 92 | 79 | 171 |
| 8 | No. of Attendees in Awareness Raising Events (citizens, women, children, youth, newly married couples) | 15,874 | 2,126 | 18,000 |
| 9 | No. of Home Visits | 355 | 235 | 590 |
| 10 | No. of Children Supported How? <ul style="list-style-type: none"> • School tuition paid • School supplies and uniform provided • Academic follow up • Skills & creativity enhanced Children categories include: <ul style="list-style-type: none"> • Children at risk | 1,512 | 220 | 1,732 |

| # | Activity | Minya | Giza | Total |
|-----------|---|-------|------|-------|
| | <ul style="list-style-type: none"> • Working children • Victim children of family disputes | | | |
| 11 | No. of Families Economically Empowered <ul style="list-style-type: none"> • Establishment of micro-enterprises • Skills developed • Monthly financial coverage from Ministry of Social Solidarity | 246 | 0 | 246 |
| 12 | Child at Risk Committees | 0 | 7 | 7 |

Annex (7) Family Justice Performance Indicators

PERFORMANCE MANAGEMENT PLAN

(Revised August 26, 2007)

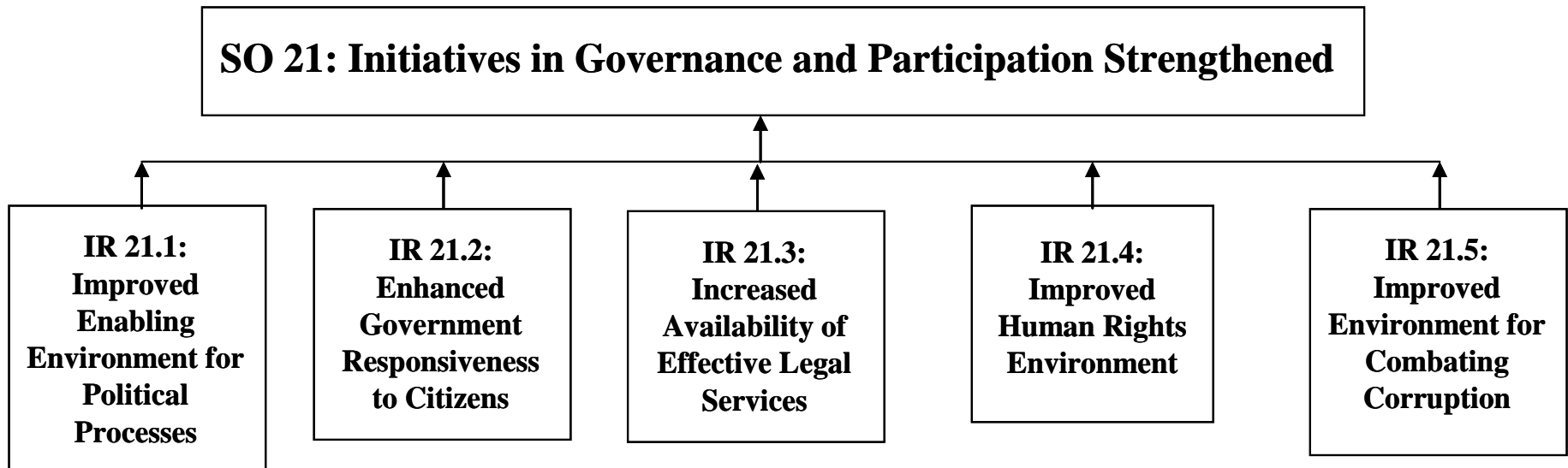
Note: The list of indicators and indicator descriptions presented in this document have been revised primarily in response to revisions in USAID's Agency-wide monitoring and reporting system, most notably the change from using Program Components (and sub-Program Components) and Common Indicators in 2006 to the current use of Program Areas, Elements, Sub-Elements and Standard Indicators. In addition, some changes to the information within parts of the PMP tables have been made on the basis of experience during the past year.

Objective/Goal 2: Governing Justly and Democratically

**Program Area 1: Rule of Law and Human Rights;
Program Element 1.3: Justice System; Program Sub-Element 1.3.4: Access to Justice**

Former program configuration:

SO 21: INITIATIVES IN GOVERNANCE AND PARTICIPATION STRENGTHENED



LIST OF MISSION-SPECIFIC AND USAID STANDARD INDICATORS INCLUDED IN THIS PERFORMANCE MANAGEMENT PLAN

| | Performance Indicator* | Comments |
|--|--|---|
| <p>State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1: “Rule of Law & Human Rights”; Element 2.1.3: “Justice System”</p> <p>(Part of Former USAID/ Egypt Strategic Objective 21, “Initiatives in Governance & Participation Strength-ened”; and Intermediate Result 21.3, “Increased Availability of Effective Legal Services.”)</p> | 2.1.3.b: Number of justice sector personnel that received USG training | This is a USAID Operational Plan, or “standard,” indicator. It was formerly a common indicator, “Number of people trained.” The data for this indicator from the Family Justice Project will be aggregated with the data for this indicator from the AOJS II, Criminal Justice, State Council and NGO/Lawyers Projects for reporting to Washington on OP indicators. |
| | 2.1.3.f: Number of legal institutions and associations supported by USG | This is a USAID Operational Plan, or “standard,” indicator. It was formerly a common indicator, “Number of USAID-sponsored mediation centers in targeted areas.” Under this new indicator, we are counting not only MOJ mediation centers receiving USG assistance but also mediation counseling centers that have received USG assistance through Family Justice Project grants to their parent NGOs. The data for this indicator from the Family Justice Project will be aggregated with the data for this indicator from the AOJS II, Criminal Justice, State Council and NGO/Lawyers Projects for reporting to Washington on OP indicators. |
| | 2.1.3.g: Number of people visiting USG-supported legal service centers serving low income and marginalized communities | This is a USAID Operational Plan, or “standard,” indicator. It was formerly a common indicator, “Number of cases brought annually to USAID-sponsored mediation centers.” Under this new indicator, we are counting not only the number of people who visit MOJ mediation centers in a given year but also the number of people who visit mediation counseling centers that have received USG assistance through Family Justice Project grants to their parent NGOs. |
| <p>State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.4: “Civil Society”; Element 2.4.1: “Strengthen Democratic Civic Participation”</p> <p>(Part of Former USAID/ Egypt S.O. 21: Initiatives in Governance & Participation</p> | 2.4.1.b: Number of Civil Society Organizations using USG assistance to improve internal organizational capacity | This is a USAID Operational Plan, or “standard,” indicator. It compares to a former common indicator, which asked for the number of groups assisted during the FY if the mission provided such assistance. There are other USAID projects (in Media, e.g.) that will also be using this indicator; therefore, the data for this indicator from the Family Justice Project will be aggregated with the data from those other projects. |

| | Performance Indicator* | Comments |
|--|--|---|
| Strength-ened & IR 21.3, “Increased Availability of Effective Legal Services.”) | 2.4.1.A: In a given year, the number (and percentage) of assisted NGOs for whom strengthened capacity can be demonstrated that are found to have strengthened capacity, as determined by an increase over their last score on a FJP-specific NGO scorecard.” | This is a Mission-Specific, or “Custom,” Indicator for the Family Justice Project. Originally, the data from this indicator were to be used to report against a few USAID common indicators, which asked whether USAID-assisted civil society organizations have improved in organizational capacity, and if so, how, and how that capacity was measured. |
| <p>*There are two types of performance indicators: (1) USAID Operational Plan, or “standard,” indicators, which are required by State/F if they are relevant. These have numbers that end in small letters. (2) Mission-specific, or “custom,” indicators, which the DG team and its relevant implementing partner(s) are using to measure and manage for program results. These have numbers that end in capital letters.</p> | | |

State/F Objective 2: "Governing Justly and Democratically"; Program Area 2.1:"Rule of Law & Human Rights"; Program Element 2.1.3:

| Performance Indicator 2.1.3.b: Number of justice sector personnel that received USG training (OP. or "standard," indicator, formerly #21.3.9) | | | | | | |
|--|----------------------|-------------|---|-------------|-------------------------|--------------|
| Results Data | 2006 | 2007 | 2008 | 2009 | 2010¹ | TOTAL |
| Targeted: ² | 60 | 360 | 1500 | 800 | TBD | |
| Actual: Male: | 0 | 197 | | | | |
| Female: | 0 | 278 | | | | |
| Total: | 0³ | 475 | | | | |
| <p>Indicator Description (Definition): According to the general definition for this "standard" indicator: Personnel include judges, magistrates, prosecutors, advocates, inspectors and court staff. In the case of the FJP, we are also including MOJ staff. Training refers to all training or education events, whether short-term or long-term, in-country or abroad. Each training participant is counted only once in a given year, even if he/she has attended more than one training event. In addition, inclusion in a previous year's count does not exclude a person from being counted in subsequent years, if he/she has received training, e.g., "booster training," in a subsequent year.</p> <p>Unit: Annual number of personnel trained in a given year, disaggregated by sex</p> | | | | | | |
| Data Source: Contractor's Annual Report | | | <p>Rationale: This is a required Operational Plan, or "standard" Indicator. The rationale for this required Operation plan, or "standard" indicator is that better trained personnel are a prerequisite for an improved legal system.</p> <p>Critical Assumptions for Indicator: Initially, the use of this indicator was based on the assumption that the Ministry of Justice would approve the training of judges and staff. Early positive results of training have indeed led to MOJ approval for including others in training, including judges.</p> | | | |
| Schedule/Frequency of Data Collection: Quarterly | | | <p>Method/Approach of Collection/Calculation: Data will be compiled based on the training sign-in sheets and registration forms which are collected and entered on the project training database. Tracking of individual names (and sex) and the training they received will be obtained from the training database. In order to develop an unduplicated count of people trained in a given year, electronic editing is performed twice by assigned project staff, Once, when data is filtered after being entered whereby the system detects any duplication in names or titles. The Application of Pivot tables next as part of the components reporting system, double checks the accuracy of the</p> | | | |
| Responsible Officer: Margaret Groarke, Cognizant Technical Officer | | | | | | |

| | |
|--|--|
| | data entered and spots out any data duplication. Finally, certificates issued per trainee is a final checking step, where number of issued certificates by names should coincide with names and numbers trained, tracing any duplication errors. |
| Data limitation and Quality Assessments: An assessment of the quality of training data collected and reported in quarterly reports as of the time of the assessment was conducted on August 23, 2007. The training MIS and data were found to be of high quality, and no problems were identified. | Data Analysis/Dissemination Plan: The implementing partner will transmit the data to USAID/Egypt in its quarterly and annual reporting and USAID will then share the data to other stakeholders as appropriate. |
| | Other Donors in Sector: |
| Indicator's Relevance to <u>Gender</u>: Indicator disaggregated by sex. | |
| Indicator's Relevance to <u>Poverty</u>: N/A | |
| Additional Comments: It is expected that the numbers of trained personnel will increase over time due to the facts that the Ministry of Justice is becoming more comfortable with including additional target groups in training and NGO grants will include training programs. | |
| ¹ The end date for the project is July 15, 2010; therefore the targets for 2010 will likely be lower for that partial year of activity. | |
| ² We will report <u>actual</u> data disaggregated by sex, but disaggregating targets by sex would be meaningless. The project is training the <i>universe</i> of judges, mediators and mediation office staff; therefore, all available females and males will be trained. In effect, then, the project is not trying to influence any change in the proportions of males and females in those positions through training—it is simply training all who are in those positions. | |
| ³ The actual figure for 2006 was zero because project-provided training did not begin until the first quarter of FY 2007. However, the training program exceeded its goal in 2007, adding the additional 60 targeted from 2006 and expanding the training beyond the pilot courts before the year's end and thereby exceed the target. | |

“Justice System”; (Program Sub-Element 2.1.3.4: Access to Justice)

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

| Performance Indicator 2.1.3 f: Number of legal institutions and associations supported by USG (OP. or "standard," indicator, formerly #21.3.6) | | | | | |
|---|--------------------------|-----------------------|--|-------------|-------------|
| Results Data | Baseline 2006 | 2007 | 2008 | 2009 | 2010 |
| Targeted | 0 | 26 | 160 | 80 | TBD |
| Actual | 0 | 87¹ | | | |
| <p>Indicator Description (Definition): According to State/F: To be counted here are both governmental and non-governmental institutions and associations that focus on administering and improving the legal system. In the case of the Family Justice Project, a USG-supported legal institution is either (a) a Ministry of Justice (MOJ) mediation office/center or (b) an NGO-sponsored counseling center. For the MOJ mediation centers, USG "support" includes assistance in one or more of the following areas: staff training either by project staff or by MOJ-designated staff with project assistance; development and use of a new management information system; and/or physical improvements to target offices, including either equipment purchases or physical improvements. For NGO counseling centers, USG "support" will include the provision of grants to NGOs for establishing and operating counseling centers.</p> <p>Unit: Number of MOJ and NGO centers</p> | | | | | |
| Data Source: Contractor's Annual Report. | | | Rationale/Critical Assumptions for Indicator: The rationale for this USAID OP, or "standard," indicator is that strengthened and more effective institutions and associations are essential to improved rule of law. | | |
| Schedule/Frequency of Data Collection: Annually | | | Method/Approach of Collection/Calculation: All the necessary data are contained within project records and readily retrievable. | | |
| Responsible Officer: Margaret Groarke, CTO | | | Data Analysis/Dissemination Plan: Being assembled from project records; the records will be reported to USAID, who will then share the data with other stakeholders as appropriate. | | |
| Data limitation and Quality Assessments: On August 23, 2007, an assessment of the quality of data collected and reported in quarterly reports as of that time was conducted. The training MIS and data were found to be of high quality, and no problems were identified. A list of institutions and associations supported by the USG is maintained in the implementing partner's MIS and it can easily be verified by observation, through training records, grant documents, etc. | | | Other Donors in Sector: No other donors are currently working with the MOJ mediation offices or NGO-supported counseling centers. | | |

Indicator's Relevance to Gender: In family law cases, women by law must first seek access to the legal system through mediation, and supporting the mediation offices and NGO counseling centers increases access to effective legal services for women in particular.

Indicator's Relevance to Poverty: By law, mediation, unlike litigation, is free of charge, and supporting the MOJ mediation offices and NGO mediation counseling centers increases access to effective legal services for those that cannot afford other alternatives.

Additional Comments: MOJ mediation centers: The project will directly support the 26 mediation offices located in the 3 pilot governorates of Giza, Minya and Port Said. In these three governorates, the Project will provide the 26 offices a complete package of staff training, deployment of the management information system, and physical improvements. Beyond the 26 pilot offices, the Project will support staff training but not MIS deployment or infrastructure improvement. Beyond the 26 initial sites, the Project will support staff training either through direct training or training of trainers using Project-developed curricular materials, or both.

¹This total includes 44 MOJ mediation centers and 33 NGO counseling centers. The number exceeds the target, which was based on the original 26 pilot courts, because the nationwide training began before the end of the year adding an additional 18 mediation centers. Also, originally it was unknown how many counseling centers NGOs would develop before the year end and none were included in the original target.

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

| Performance Indicator 2.1.3.g: Number of people visiting USG-supported legal service centers serving low-income and marginalized communities (OP, or “standard,” indicator, formerly #21.3.7) | | | | | | |
|---|---------------------------|--|-------------|-------------|-------------------------|-------------|
| Results Data | Baseline 2006 | 2007 | 2008 | 2009 | 2010¹ | 2011 |
| Targeted² | | --- | --- | --- | | |
| Actual | 32,842³ | 23,288- Med offices/Pilot 3391- Ngo's---⁴ | | | | |
| <p>Indicator Description (Definition): According to the general definition for this “standard” indicator, “people” includes all people who visit centers seeking assistance or advice related to legal or legally related concerns. For the Family Justice project, a “US-supported legal service center” is either a Ministry of Justice mediation office that, through USAID assistance under the Egypt Family Justice Project, has received USAID assistance in the form of staff training, development and deployment of a new management information system, and/or physical improvements, including equipment; or an NGO counseling center that is being sponsored by an NGO that has received a grant from the USG for that purpose. Persons visiting a MOJ mediation center or a NGO mediation counseling center will be counted once for a given year, regardless of how many visits they make during that year.</p> <p>Unit: Annual number of people (unduplicated count)</p> | | | | | | |
| <p>Data Sources: MOJ Mediation Center statistics and NGO-supported counseling centers. These organizations will report the data to the contractor, who, in turn, will report the data to USAID.</p> | | <p>Rationale/Critical Assumptions for Indicator: The rationale for this USAID OP, or “standard,” indicator is that it is a measure of effectiveness in providing access to justice for disadvantaged communities. This indicator assumes that improvements in public information about mediation services, the environment of the mediation offices, and quality of mediation services – all of which are to be addressed by the FJP – will encourage individuals who might otherwise take no action to bring their family issues to mediation. This indicator is also based on the assumption that most of the individuals using the mediation and counseling centers are members of low income and/or marginalized communities.</p> | | | | |

| | |
|---|--|
| <p>Schedule/Frequency of Data Collection: Annually</p> | <p>Method/Approach of Collection/Calculation: Data will be collected by MOJ mediation office staff from ledgers kept at the mediation office, and transmitted to the project by the Ministry of Justice. Once an electronic management information system is in place, the MOJ may not need to use the ledgers for collecting the data needed for this indicator. Data from the NGO counseling centers will be collected by NGO staff or counseling center staff from ledgers kept by counseling center staff. In both cases—i.e., the MOJ mediation centers and the NGO counseling centers—it is expected that record keeping in ledgers (or MIS) will allow for unduplicated counts of persons visiting the center in a given year. That is, regardless of the number of visits a person might make in a given year, she/he will be counted once.</p> |
| <p>Responsible Officer: Margaret Groarke, Cognizant Technical Officer</p> | |
| <p>Data Limitation and Quality Assessments: The MOJ will not allow independent, external review of case ledgers to verify data. As a consequence, the quality of the data provided by the MOJ cannot be ascertained. The quality of NGO-provided data can be assessed by verifying a sample of sub-totals from mediation counseling centers by reviewing ledger entries for a given year.</p> | <p>Data Analysis/Dissemination Plan: Project staff will review the data received from the MOJ and the NGO grantees and report the data to USAID. USAID will then share the data with other stakeholders as appropriate.</p> |
| | <p>Other Donors in Sector: No other donors are supporting the mediation offices.</p> |
| <p>Indicator's Relevance to Gender: According to the law, individuals with family law complaints, the vast majority of whom are women, must first mediate before they can litigate, and increases in cases filed indicate increased access to effective legal services for women in particular.</p> | |
| <p>Indicator's Relevance to Poverty: By law, mediation, unlike litigation, is free of charge, and an increased number of people visiting MOJ mediation centers, or the free NGO counseling centers, indicates increased access to effective legal services for those that cannot afford other alternatives</p> | |
| <p>Additional Comments: This will feed into the number of people visiting USG-supported legal service centers. We will assume for purposes of this indicator that the: (1) number of people is equal to the number of cases; and (2) the centers serve low income and marginalized communities. With respect to the MOJ mediation centers, the project will directly support the 26 MOJ mediation offices located in the 3 pilot governorates of Giza, Minya and Port Said, in staff training, deployment of the management information system (MIS), and physical improvements. The project will work with other mediation offices in Egypt on staff training only. This indicator will look only at the 26 mediation offices in the pilot area, because only those 26 offices will receive the full support package including training, MIS and physical improvements.</p> <p>¹Since the scheduled completion of the Project is July 15, 2010, the actual FY-2010 figures will be projections based upon figures gathered at the end of the 3d quarter of FY-2010.</p> <p>²We will report <u>actual</u> data disaggregated by type of legal service center (i.e., MOJ mediation center and NGO counseling center), but it would be very difficult to project meaningful targets for the number of people visiting USG-supported legal service centers. On one hand, as more NGO counseling centers are able to provide assistance to persons who need help with a family dispute and as more people are aware of and have confidence in those services (partly through project assistance), more people could be expected to seek help with the counseling centers before going to the court system. If their disputes can be resolved at that level, however, fewer people could be expected to take their cases to the courts, where they would be required by law to undergo mandatory mediation at the</p> | |

MOJ mediation centers. So, as use of NGO counseling centers increases, use of MOJ mediation centers should decrease somewhat, but it is not possible to predict how much. On the other hand, as the capacity and quality of MOJ mediation centers increase through project assistance, the numbers of people taking their cases to court (where, perhaps, they do not have access to or knowledge of NGO counseling centers) could be expected to increase and the number being directed to the mandatory MOJ mediation centers would also increase. Further complicating the situation is the fact that, although we expect the numbers (and capacity to serve people) of NGO counseling centers to increase with the awarding of new NGO grants and, possibly, the addition of new counseling centers by existing grantees, there is no good way to predict how many new centers will be added and how much capacity to serve clients will be added from one year to the next. Finally, targeting increases/decreases in the number of people visiting centers—be they NGO counseling centers or MOJ mediation centers—is further complicated by the question that always arises in situations such as this: Are more people using centers because the numbers of domestic disputes are on the increase, or because more people with disputes who might never have sought any counseling or legal relief are now doing so because of increased availability of such services, increased awareness of them and/or increased confidence in those services? In the face of such complexity and consequent futility in trying to project reasonable targets over the long term or even in terms of projecting targeted increases or decreases in one year over the previous year's actuals, we think it wiser not to project targets at all.

³This total includes people visiting USG-assisted MOJ mediation centers only, as there were no USG-assisted NGO counseling centers during the year.

⁴This total includes 23,288 people visiting USG-supported MOJ mediation centers and 3391 people visiting USG-supported NGO counseling centers. However, the data from the MOJ is incomplete and does not include the number of people visiting during July and August in any of the three pilots and also does not include the month of September for Minya. Despite repeated attempts to collect the information from the MOJ, this is the only available data we were able to obtain.

| Performance Indicator 2.4.1.b: Number of Civil Society Organizations (CSOs) using USG assistance to improve internal organizational capacity (OP, or "standard," indicator) | | | | | |
|---|------------------|------|--|------|------|
| Results Data | 2006 Baseline | 2007 | 2008 | 2009 | 2010 |
| Targeted ¹ | | 20 | --- | --- | --- |
| Actual | 0 | 22 | | | |
| <p>Indicator Description (Definition): This indicator counts the number of local, Egyptian NGOs receiving capacity-building grants and possibly other assistance (e.g., training and/or technical assistance with respect to use of the NGO scorecard discussed under Performance Indicator 2.4.1.A) under the FJP during a given year. If a grantee is using any part of its grant or getting other assistance during any part of the year in question, then it will be counted. E.g., if a grantee uses a capacity-building grant that spans two different fiscal years, it would be counted in both those years. According to the general definition for this "standard" indicator, "to improve internal organizational capacity" refers to, among other things, to establish transparent and accountable financial systems, to establish internal democratic mechanisms, and to establish better ability to represent constituent interests.</p> <p>Unit: Annual number of CSOs/NGOs receiving USG assistance during a given year</p> | | | | | |
| Data Source: FJP staff and signed FJP-NGO grant agreements. | | | Rationale/Critical Assumptions for Indicator: The rationale for this USAID OP, or "standard" indicator is that, even with the best of intentions, NGO effectiveness is often severely limited by lack of capacity. This indicator is a measure of how many NGOs are using USG funds to improve capacity. | | |
| Schedule/Frequency of Data Collection: Annually. | | | Method/Approach of Collection/Calculation: This involves a simple count each year of all the NGOs that have received capacity-building assistance (primarily through grants) from the Family Justice Program during that year. Data will be compiled by FJP staff from project records. | | |
| Responsible Officer: Margaret Groarke, CTO | | | | | |
| Data limitation and Quality Assessments: As with all other indicators reported to Washington a Data Quality Assessment will be conducted every 3 years. | | | Data Analysis/Dissemination Plan: The implementing partner will transmit the data to USAID/Egypt via its annual report. USAID will then share the data with other stakeholders as appropriate. | | |
| | | | Other Donors in Sector: | | |
| Indicator's Relevance to Gender: The indicator is relevant to gender in that the assisted NGOs are all closely involved in promotion of rights for women and children | | | | | |

Indicator's Relevance to Poverty: The indicator is relevant to poverty in that the assisted NGOs are all closely involved in promotion of access to family justice for powerless in society.

Additional Comments:

¹ It is not possible to target the total number of NGOs that will receive USG assistance in a given year for two reasons: (1) for a given year, the number of NGOs applying for and receiving direct capacity-building grants from the project is largely subject to demand and therefore difficult to predict; and (2) it is also not possible to project in any meaningful way the number of capacity-building sub-grants or other assistance that an NGO grantee will award to partner NGOs. Given these uncertainties, we think it wiser not to target here.

State/F Objective 2: “Governing Justly and Democratically”; Program Area 2.1: “Rule of Law & Human Rights”; Element 2.4.1: “Justice System”

| Results Data | | 2006 Baseline | 2007 | 2008 | 2009 | 2010 |
|--|---|------------------|--|-------|-------|------|
| Targeted: | Number: ¹ Percentage: | | --- | --- | --- | --- |
| | | | Not Available ² | _70_% | _75_% | |
| Actual: | Number: Percentage: | 0 0% | Not Available ² | | | |
| <p>Indicator Description (Definition): Total number of NGO grantees (but not their sub-grantees) receiving capacity-building assistance (training, technical assistance, etc.) under the Family Justice Project (FJP) that show capacity increase in a given year. NGOs are counted for each year in which their capacity, as measured by an FJP NGO Scorecard, is shown to have been “strengthened” as compared to their previous score. FJP has devised its institutional capacity “NGO Scorecard” based on a model in <i>Recent Practice in Monitoring and Evaluation TIPS</i>, 2000, No. 15, “Measuring Institutional Capacity.” See Method/Approach of Collection/Calculation below for details.</p> <p>The percentage for this indicator is calculated by dividing the following numerator by the following denominator:</p> <p>Numerator: <u>all those assisted NGOs that have demonstrated an improved NGO Scorecard score over their previous score</u></p> <p>Denominator: all those assisted NGOs for whom we can compare a scorecard score to a previous score in a given year</p> <p>Unit: Annual number/percentage of NGOs receiving assistance and for whom change in capacity strength on the NGO Scorecard can be measured that demonstrate strengthened capacity</p> | | | | | | |
| Data Source: FJP staff, in collaboration with NGO staff | | | Rationale: This is a mission-specific “custom” indicator. Critical Assumptions for Indicator: None | | | |
| Schedule/Frequency of Data Collection: On an ongoing basis, as each grantee NGO is able to assess change in its NGO Scorecard score over its previous score. At the end of the FY, all NGOs showing improvement will be totaled, the percentage will be calculated, and these data will be reported to USAID. | | | Method/Approach of Collection/Calculation: Data will be compiled by FJP staff based upon the NGO Scorecard tool. The scorecard tool is a weighted checklist of specific features indicative of capacity. It looks at 50 relevant factors (grouped into five categories of capacity) in rating NGO capacity, and assigns a 1 or a 0 depending on whether the factor is present. Each factor is given a weight of 3, 2 or 1, depending on its relative importance. Each factor score is multiplied by its weight for a weighted factor score. All weighted factor scores are totaled for an overall | | | |

| | |
|---|--|
| <p>Responsible Officer: Margaret Groarke, CTO</p> | <p>capacity score for the NGO. (The maximum possible weighted score is 100.) If an NGO improves its prior year score, it is counted among those whose capacities were strengthened. The NGOs are evaluated initially upon involvement in the FJP to establish a baseline, and re-evaluated regularly (likely on a semi-annual basis) by project and NGO staff using the scorecard, and changes in CSO capacity are recorded and retained by the FJP. (A copy of the NGO scorecard is provided after this PMP table.)³</p> <p>The Scorecard data for each NGO, and for every time that NGO is rated, will be entered into an NGO database, and from that database, the number of NGOs that have improved from one scoring to the next will be counted. Cumulative data can be retrieved from the database; as well, details of magnitude and areas of improvement can be obtained from the data base or from the paper forms used to collect the data.</p> |
| <p>Data limitation and Quality Assessments: The responsible officer will ensure that a Data Quality Assessment is conducted at least once every 3 years.</p> | <p>Data Analysis/Dissemination Plan: The implementing partner will transmit the data to USAID/Egypt via its annual report.</p> <p>Other Donors in Sector:</p> |
| <p>Indicator's Relevance to Gender: The indicator is relevant to gender in that the assisted NGOs are all closely involved in promotion of family justice rights and services for women and children</p> | |
| <p>Indicator's Relevance to Poverty: The indicator is relevant to gender in that the assisted NGOs are all closely involved in promotion of family justice rights and services for the relatively powerless in society.</p> | |
| <p>Additional Comments:</p> <p>¹As it is not possible to target the total number of NGOs that will receive USG assistance in a given year in Performance Indicator 2.4.1.b (because the number of NGOs applying for and receiving direct capacity-building grants from the project is largely subject to demand and therefore difficult to predict for a given year), so, too, it is not possible to target the number of assisted NGOs that will have strengthened their capacity in a given year.</p> <p>²The use of the NGO Scorecard will not begin until FY 2008. Therefore, there are no targets or actuals for FY 2007.</p> <p>³The NGO Scorecard is not only a means of measuring change in institutional capacity for M&E purposes, but also—and perhaps more significantly—a means of working with NGO staff to self –assess capacity and needs for improvement, develop strategies and plans for making improvements, and follow up on how well improvement strategies worked.</p> | |

Annex (8) Success Stories

Task I – Mediation Training Program

Developing skills of mediators to promote family stability

To promote family stability, Egypt passed Law 10 providing for mediation in family disputes in 2004. To properly implement the law, the Ministry of Justice requested the support of USAID, through the Family Justice Project (FJP), to train mediation staff and make infrastructure improvements at courts where mediations are held. The FJP began mediator training in early 2007, initially completing training for three pilot regions, and then continuing nationwide to train all mediators and mediation office staff.

Three pilot regions were initially selected to receive support, including Port Said, Giza and Minya. Mediation staff in the pilot areas were provided with interdisciplinary training that focused on the legal, psychological, and social aspects of their work. The training program also provided sessions on team building, communications, and report writing. More than 200 mediators and staff were trained in the three pilot regions and the training program has now gone nationwide to train the approximately 2000 mediation office personnel throughout the country.

Doaa Hassan Shalqamy, a legal expert in the Minya Mediation Office, was one of the training participants. She attended three separate training programs including the interdisciplinary training, the legal specialist training, and the application of mediation skills and team building training. As a result of her experience with the training program she wrote a thank you letter to the Governor of Minya, the Chief Justice, and USAID on behalf of all the legal specialists in the Minya office. The letter noted that participants were very appreciative of the skills gained in the training through the use of interactive and practical training methods. As Doaa explained, this program promoted the efficiency of the legal specialists, developed their personal skills, and enhanced their mediation techniques.

The mediation panels in each court are comprised of a legal specialist, a psychologist, and a social worker who work together as a team. Through group work with other colleagues during the training, Doaa and her colleagues learned critical team building skills and established their specific roles within the team. Participants learned the concepts of neutrality, self-confidence, and techniques unique to settling family disputes.

As the training program continues nationwide, mediation office staff in all regions will receive a four-day training program along with a training manual that was developed and refined with lessons learned during the pilot training program. The four day program focuses on legal concepts, team building, mediation skills, and communication skills. After the completion of the training, the mediation staff is well equipped to complete their tasks and to ensure an effective implementation of Law 10.

The Egyptian mediation process ensures that the rule of law is effectively enforced. This means that justice---specifically family justice --- can prevail and that families can resolve their disputes in an amicable manner thanks to the skill of mediators like Doaa .

Annex (9) List of Technical Assistance Activities

Task One

List of Technical Assistance Activities:

Consultant trainers were hired to provide Mediation training to MOJ staff. The manual and material used were prepared by MSD in coordination with MOJ. The trainers contracted are as follows:

Master Trainers:

Dr. Mohamed Khalil

Dr. Adel Madani

(Total 60 days through April 09)

Trainers:

Dr. Mona Abu Tira,

Dr. Mogeda Ahmed and

Dr. Hisham Abou Hegazy,

(Total 100 days through April 09)

Junior Trainers were added to the cadre of trainers due to nationwide training:

Dalia Ezzat,

Amgad Moshref

Mohamed Ramadan

Heba Saad

Abdallah Ahmed

Nahla Amin

Hanan Marzouk

(Total 100 days through April 09)

Short-term Consultants: Additional assistance for the development of manuals and trainings:

Dr. Hoda Zakaria

Mohsen Abu Seif

Mahmoud Fattah

Task Two

List of Technical Assistance Activities:

Consultant Auditors: Hired to evaluate and obtain sufficient understanding of the NGOs financial management system, accounting system and the control procedures in order to determine the adequacy to control and monitor accounts for MSD funds. Those consultants were: Essam El Sayed (January and June 07)

Amr Mohamed Ahmed (March 07)
Yassin Mubarak (December 06)
“Honesty Consultancy Firm” (March 07).

Monitoring and Evaluation

Short-term Consultant:

Gebril Mahjoub

(Hired to assist previous M&E Specialist Refaat Abdel Karim during January and June 07)

Annex (10) List of Equipment

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|-------------------|-----------------|----------------|-----|-----------|-----------|------|------|-----|--|---------------|-------------|--------------------|-------------------|
| | | | | | | poor | fair | good | exc | | | | | |
| | MSD Office | | | | | | | | | | | | | |
| 1. | Desktop computer | HP | SAA626045F | 1 | MSD/Egypt | | | | | | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 2. | Monitor | HP19 inch LCD | CNC544050V | 1 | MSD/Egypt | | | | X | 1,500 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 3. | Keyboard | HP | B9B5BOLQRTOP17 | 1 | MSD/Egypt | | | | X | | | | | |
| 4. | Keyboard | | B94550ACPS580S | 1 | MSD/Egypt | | | | X | purchased as part of item # 22 | Same as # 22 | Interact | same as # 22 | same as # 22 |
| 5. | Desktop | HP Compaq | CZC8150BJL | 1 | MSD/Egypt | | | | X | 5,400 | 05-Jun-06 | Interact | 7338 | 458565 |
| 6. | Keyboard | HP | B9B64oacpt079v | 1 | MSD/Egypt | | | | X | | | | | |
| 7. | Monitor | HP | CNC61214j9 | 1 | MSD/Egypt | | | | X | 1,500 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 8. | Desktop | DX612OM | SAA626041S | | MSD/Egypt | | | | X | 3,800 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 9. | Keyboard | HP | B9B5BOLQRTT1VR | 1 | MSD/Egypt | | | | | | | | | |
| 10 | Monitor | HP19" LCD | CNC645QPOK | 1 | MSD/Egypt | | | | | 1,500 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 11 | Desktop | DC7600 | CZC6471MNO | 1 | MSD/Egypt | | | | X | 3,800 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|---------------------------|---|------------------------------|-----|-----------|-----------|--|---|--|---------------|-------------|--------------------|-------------------|
| 12 | Monitor | LCD 19" | CNC645QP94 | 1 | MSD/Egypt | | | X | 1,500 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 13 | Desktop | DC7600 | CZC6471M3S | | | | | X | 5,300 | 26-Feb-07 | Xmark Egypt | 1256 | 537444 |
| 14 | Mouse | Intelli | no serial number | 1 | MSD/Egypt | | | X | 370 | 10-Nov-06 | | 238 | 480478 |
| 15 | Wireless Keyboard & Mouse | Microsoft Wireless Keyboard | 7664201662908 &7664200223843 | 1 | MSD/Egypt | | | X | 250 | 24-Dec-06 | Xmark Egypt | 1168 | 480555 |
| 16 | Wireless Keyboard & Mouse | Microsoft Wireless Keyboard | 7664202481807 | 1 | MSD/Egypt | | | X | 230 | 25-Jul-07 | Xmark Egypt | 1474 | 616231 |
| 17 | Wireless Keyboard & Mouse | Microsoft Wireless Keyboard | 7664202481808 | 1 | MSD/Egypt | | | X | 230 | 25-Jul-07 | Xmark Egypt | 1474 | 616231 |
| 18 | Desktop | DC7600c | czc63438q6 | 1 | MSD/Egypt | | | | 5,300 | 26-Feb-07 | Xmark Egypt | 1256 | 537444 |
| 19 | CPU without monitor | Intel PD-945(3.4/800/2x2MB)2X256MB DDR2/80GB/ Combo drive/Win XP Pro(PN: RG654ES) + HP RAM 512 DDR2 | | 1 | MSD/Egypt | | | X | 5,850 | 12-Oct-06 | Interact | 8411 | 480434 |
| 20 | UPS | 2KVA | Not Available | 1 | MSD/Egypt | | | X | 4,800 | 17-Jan-07 | Xmark Egypt | 1201 | 480575 |
| 21 | Hard disk | 80 GB | Not Available | 1 | MSD/Egypt | | | X | 470 | 17-Jan-07 | Xmark Egypt | 1202 | 480575 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|---|---|---------------|-----|-----------|-----------|--|--|---|--|---------------|----------------|--------------------|-------------------|
| 22 | ML 150T02 3.0/800-2M 2x512MB | 2x72GB HP-SCSI | Not Available | 2 | MSD/Egypt | | | | X | 8,374 | 10-Dec-06 | Interact | 8874 | 48055 9 |
| 23 | 512 MB UB PC2-4200 1x512 memory | Not Available | Not Available | 2 | MSD/Egypt | | | | X | 858 | 10-Dec-06 | Interact | 8874 | 48055 9 |
| 24 | HP NC1020 PCI Gigabit Server Adapter | Not Available | Not Available | 2 | MSD/Egypt | | | | X | 564 | 10-Dec-06 | Interact | 8874 | 48055 9 |
| 25 | D-Link KVM Switch 4-Port | Not Available | Not Available | 1 | MSD/Egypt | | | | X | 320 | 10-Dec-06 | Interact | 8874 | 48055 9 |
| 26 | Microsoft SQL License Server Edition 2005 | Not Available | Not Available | 1 | MSD/Egypt | | | | X | 28,578 | 30-Jan-07 | Xmark Egypt | 1212 | 53744 4 |
| 27 | External USB Hard Disk | Not Available | Not Available | 1 | MSD/Egypt | | | | X | 850 | 30-Jan-07 | Xmark Egypt | 1212 | 53744 4 |
| 28 | D link Switch | Net Gear Switch 5 ports | Not Available | 1 | MSD/Egypt | | | | X | 150 | 30-Jan-07 | Xmark Egypt | 1212 | 53744 4 |
| 29 | DC 7600 SFF Intel PD-945 512 DD Ram 160 GB | DVD-RW Win Pro | Not Available | 2 | MSD/Egypt | | | | X | 5,300 | 26-Feb-07 | Xmark Egypt | 1256 | 53744 4 |
| 30 | Monitor | L1906 LCD 19" TN 128 x 1024 VGA 450 | Not Available | 3 | MSD/Egypt | | | | X | 1,955 | 26-Feb-07 | Xmark Egypt | 1256 | 53744 4 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|------------------------------------|--|---------------------|-----|-----------|-----------|--|---|--|---------------|-------------|--------------------|-------------------|
| | | | | | | | | | | | | | |
| 31 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | PN: RF413A01 | 1 | MSD/Egypt | | | X | 7,000 | 21-Oct-06 | Xmark Egypt | 1061 | 480452 |
| 32 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | PN: RF413A01 | 1 | MSD/Egypt | | | X | 7,000 | 21-Oct-06 | Xmark Egypt | 1061 | 480452 |
| 33 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | Service tag C8M5K2J | 1 | MSD/Egypt | | | X | 7,100 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 34 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | Service Tag 77M5K2J | 1 | MSD/Egypt | | | X | 7,100 | 29-Nov-06 | Xmark Egypt | 1123 | 480509 |
| 35 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | Service tag 75k5k2J | 1 | MSD/Egypt | | | X | 7,100 | 3-Dec-06 | Xmark Egypt | 1131 | 480500 |
| 36 | Laptop | HP Compaq 6710S | CNU7260PG0 | 1 | MSD/Egypt | | | X | 5,650 | 25-Jul-07 | Xmark Egypt | 1474 | 616231 |
| 37 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | D8M5K2J | 1 | MSD/Egypt | | | X | 7,100 | 3-Dec-06 | Xmark Egypt | 1131 | 480500 |
| 38 | ADSL Router | Not Available | Not Available | 1 | MSD/Egypt | | | X | 523 | 18-Dec-06 | LINKdot NET | 155448 | 480528 |
| 39 | USB Flash Memory 1GB | Kingston | Not available | 2 | MSD Egypt | | | X | 265 | 14-Dec-06 | X-mark | 1155 | 480532 |
| 40 | All-in-one printer/scanner /copier | HP LaserJet 3055(in MOJ) | CNCK174133 | 1 | MSD/Egypt | | | X | 2,600 | 16-Apr-07 | Xmark Egypt | 1323 | 576325 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|-----------------------|--------------------|---------------|-----|-----------|-----------|--|---|--|---------------|-----------------|--------------------|-------------------|
| 41 | LaserJet printer | HP 1018 | CNC9J13873 | 1 | MSD/Egypt | | | X | 650 | 19-Jun-07 | Xmark Egypt | 1431 | 608073 |
| 42 | LaserJet printer | HP 1018 | CNC9J15174 | 1 | MSD/Egypt | | | X | 650 | 19-Jun-07 | Xmark Egypt | 1431 | 608073 |
| 43 | LaserJet printer | HP 1018 | VNC3P42521 | 1 | MSD/Egypt | | | X | 645 | 27-Sep-07 | Xmark Egypt | 1550 | 621671 |
| 44 | Cell Phone | Nokia 1112 | NA | 1 | MSD Egypt | | | X | 244.55 | 2-Jul-07 | B-Tech | 52719 | 608087 |
| 45 | Cell Phone | Nokia 1600 | NA | 1 | MSD Egypt | | | X | 286.36 | 2-Jul-07 | B-Tech | 52719 | 608087 |
| 46 | Cell Phone | Nokia | NA | 2 | MSD Egypt | | | X | 250 | 11-Jun-07 | Vodafone Dealer | NA | 576405 |
| 47 | Microwave Kenwood | Kenwood | not available | 1 | MSD Egypt | | | X | 1386 | 14-Nov-06 | El maktaba | 226 | 480473 |
| 48 | Digital Camera | Panasonic DMC-LS70 | WS7cA06788R | 1 | MSD/Egypt | | | X | 1,199 | 26-Jun-07 | Appliance | 2326 | 608092 |
| 49 | Desks | Not Available | Not Available | 1 | MSD Egypt | | | X | 1050 | 01-Nov-06 | Silver Star | 2458 | 480455 |
| 50 | Cupboard | Not Available | Not Available | 1 | MSD Egypt | | | X | 1850 | 07-Oct-06 | Silver Star | 2437 | 480433 |
| 51 | Tea table | Not Available | Not Available | 1 | MSD Egypt | | | X | 650 | 07-Oct-06 | Silver Star | 2437 | 480433 |
| 52 | Conference Table | Not Available | Not Available | 1 | MSD Egypt | | | X | 2450 | 07-Oct-06 | Silver Star | 2437 | 480433 |
| 53 | Bookshelf w/3 drawers | Not Available | Not Available | 1 | MSD Egypt | | | X | 1295 | 07-Oct-06 | Silver Star | 2437 | 480433 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|--|-----------------|---------------|-----|-----------|-----------|--|--|---|--|---------------|-------------|--------------------|-------------------|
| 54 | Chairs | Not Available | Not Available | 2 | MSD Egypt | | | | | 195 | 07-Oct-06 | Silver Star | 2437 | 480433 |
| 55 | Metal Cupboard | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1100 | 16-Nov-06 | Silver Star | 2473 | 480511 |
| 56 | Wooden Desk 160 cm | GDS116 | Not Available | 4 | MSD Egypt | | | | X | 1680 | 18-Dec-06 | Silver Star | 2516 | 480546 |
| 57 | Bookshelf w/3 drawers | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1295 | 02-Jul-07 | Silver Star | 2766 | 616244 |
| 58 | Bookshelf w/3 drawers | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1295 | 05-Aug-07 | Silver Star | 2802 | 616244 |
| 59 | Wood Cupboards | Not Available | Not Available | 2 | MSD Egypt | | | | X | 1850 | 05-Aug-07 | Silver Star | 2802 | 616244 |
| 60 | Wood Cupboard | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1850 | 27-Aug-07 | Silver Star | 121 | 616288 |
| 61 | Metal Cupboard | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1100 | 05-Aug-07 | Silver Star | 2802 | 616244 |
| 62 | Bookshelf w/2 drawers | Not Available | Not Available | 1 | MSD Egypt | | | | X | 1100 | 06-Sep-07 | Silver Star | 2842 | 656282 |
| 63 | Tea Table | Not Available | Not Available | 1 | MSD Egypt | | | | X | 550 | 06-Sep-07 | Silver Star | 2842 | 656282 |
| 64 | Bookshelf w/3 drawers (local manufacturer) | Not Available | Not Available | 1 | MSD Egypt | | | | X | 650 | 16-Nov-06 | One Design | 97 | 480469 |
| 65 | Bookshelf | Not Available | Not Available | 1 | MSD Egypt | | | | X | 2850 | 16-Nov-06 | One Design | 97 | 480469 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|-----------------------------|-----------------|---------------|-----|-----------|-----------|--|---|--|---------------|-----------------|--------------------|-------------------|
| 66 | Bookshelf w/3 drawers | Not Available | Not Available | 1 | MSD Egypt | | | X | 960 | 22-Jan-07 | One Design | 140 | 480578 |
| 67 | Filing cabinet | Not Available | Not Available | 2 | MSD Egypt | | | X | 1,375 | 29-Jan-07 | Engineering Co. | 677 | 480586 |
| | NCCM Office | | | | | | | | | | | | |
| 68 | Desk 180 cm +side | N/A | N/A | 1 | MSD/Egypt | | | X | 1,770 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 69 | Desk 160 cm +side | N/A | N/A | 2 | MSD/Egypt | | | X | 1,690 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 70 | Desk 140 cm +side | N/A | N/A | 3 | MSD/Egypt | | | X | 1,595 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 71 | Cupboards | N/A | N/A | 4 | MSD/Egypt | | | X | 1,850 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 72 | Small table | N/A | N/A | 6 | MSD/Egypt | | | X | 550 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 73 | Moving desk w/wheels | N/A | N/A | 1 | MSD/Egypt | | | X | 650 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 74 | High back chair w/wheels | N/A | N/A | 1 | MSD Egypt | | | X | 575 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 75 | Midsize back chair w/wheels | N/A | N/A | 6 | MSD/Egypt | | | X | 550 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 76 | Arm chair | N/A | N/A | 9 | MSD/Egypt | | | X | 195 | 12-Mar-07 | Silver Star | 2590 | 537459 |
| 77 | Arm chair | N/A | N/A | 2 | MSD/Egypt | | | X | 250 | 12-Mar-07 | Silver Star | 2590 | 537459 |

| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|-------------------------|--|---------------------|-----|-----------|-----------|--|--|---|--|---------------|------------------------|--------------------|-------------------|
| 78 | Air-condition - Carrier | 3 horse power - conceal | N/A | 2 | MSD/Egypt | | | | X | 6,200 | 13-Mar-07 | Electric & future home | 4858 | 537459&537460 |
| 79 | Air-condition - Carrier | harmony 2.25 horse | N/A | 2 | MSD/Egypt | | | | X | 4,000 | 13-Mar-07 | Electric & future home | 4858 | 537459&537460 |
| 80 | Window Blinds 66 meters | N/A | N/A | 1 | MSD/Egypt | | | | X | 162 per meter | | Privilege | | |
| 81 | All-in-one | HP 3055 | CNCK732270 | 1 | MSD/Egypt | | | | X | 2,600 | 16-Apr-07 | Xmark Egypt | 1323 | 576325 |
| 82 | All-in-one | HP 3055 | CNCK271454 | 1 | MSD/Egypt | | | | X | 2,600 | 16-Apr-07 | Xmark Egypt | 1323 | 576325 |
| 83 | Laptop | Portable one UX | 5BN0AG0A3324 | 1 | MSD/Egypt | | | | X | 14,875 | 6-Apr-06 | From the USA | 29024 | N/A |
| 84 | Laptop | HP Compaq 6710S | CNU726OW9D | 1 | MSD/Egypt | | | | X | 5,650 | 25-Jul-07 | Xmark Egypt | 1474 | 616231 |
| 85 | Laptop | HP Pavilion | CNF5380pq9 | 1 | MSD/Egypt | | | | X | Not available | Not available | From the USA | N/A | N/A |
| 86 | Laptop | Inspiron 6400 Intel Centrino DUO T2400 | Service Tag GT9RF2J | 1 | MSD/Egypt | | | | X | 7,000 | 21-Oct-06 | Xmark Egypt | 1061 | 480452 |
| 87 | Laptop | Portable one UX | 5BNOAGO43334 | 1 | MSD/Egypt | | | | X | 14,875 | 06-Apr-06 | From the USA | 29024 | N/A |

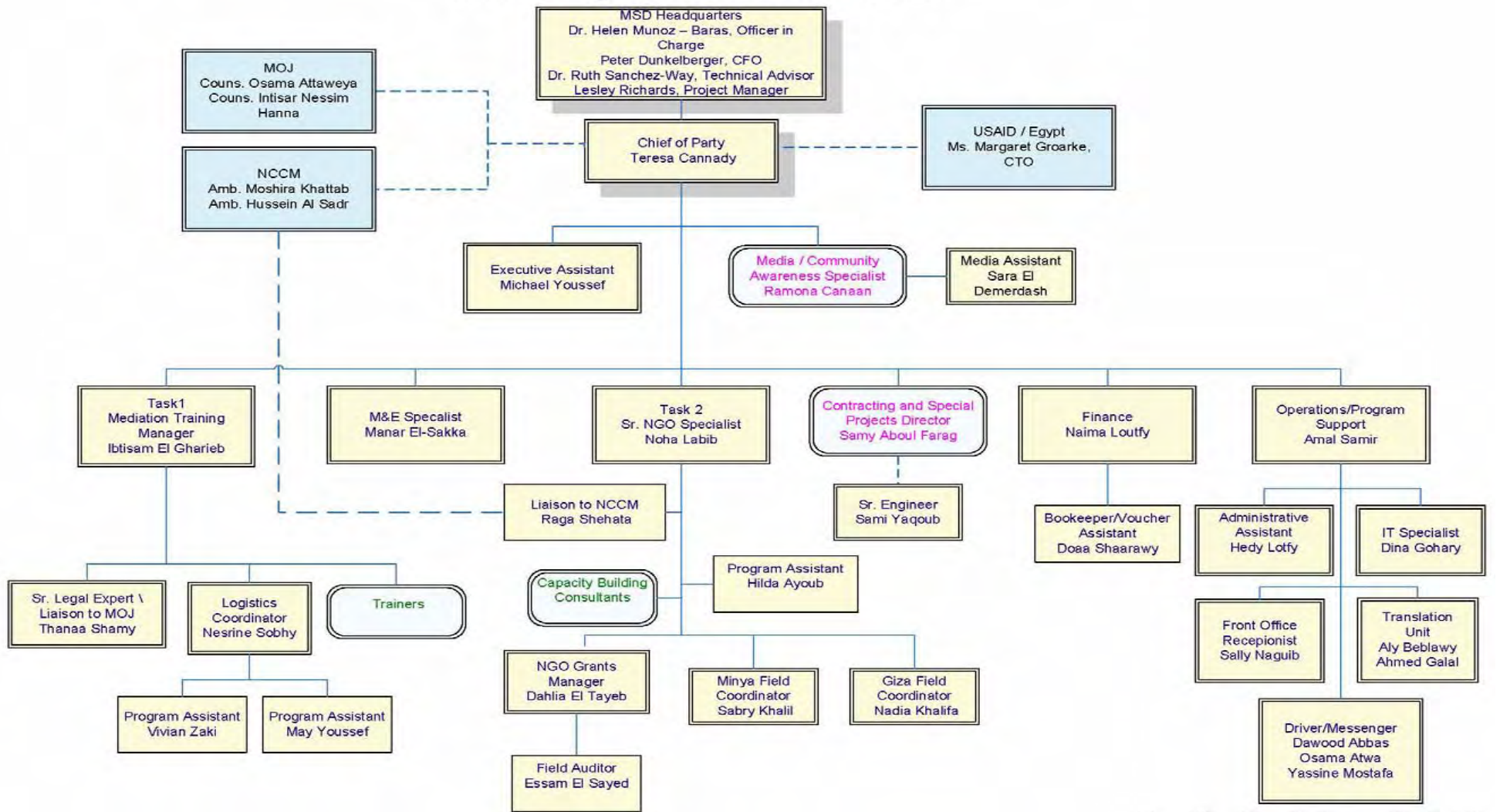
| # | Description | Brand/Model No. | Serial No. | Qty | Location | Condition | | | Purchase Price/Approx Value/Cost in LE | Purchase Date | Vendor | Vendor Invoice No. | Paid by Check No. |
|----|---------------------------|--|-------------------------------|-----|-----------|-----------|--|---|--|---------------|-------------|--------------------|-------------------|
| 88 | laptop | Inspiron 6400 Intel Centrino DUO T2400 | Service TagBK5JD2J | 1 | MSD/Egypt | | | X | 7,000 | 20-Nov-06 | Xmark Egypt | 1104 | 480492 |
| 89 | Wireless Keyboard & Mouse | Microsoft | 7664201774275 & 7664200306357 | 1 | MSD/Egypt | | | X | 250 | 24-Dec-06 | Xmark Egypt | 1168 | 480555 |
| 90 | Wireless Keyboard & Mouse | Microsoft | 7664201774575 & 7664200303699 | 1 | MSD/Egypt | | | X | 250 | 24-Dec-06 | Xmark Egypt | 1168 | 480555 |
| 91 | AGT forw6602 access point | Net gear | 14345B5S00B0B | 1 | MSD/Egypt | | | X | 525 | 22-Feb-06 | N/A | | 418583 |
| 92 | Cooler | Nestle Water Distribution | N/A | 1 | MSD/Egypt | | | X | 1,600 | 05-Jul-07 | Nestle Co. | 707032 | 608088 |
| 93 | Lamp desks | N/A | N/A | 2 | MSD/Egypt | | | X | 87 | 01-Oct-07 | Elmaktaba | 412 | |
| 94 | Cell Phone | Nokia 1110i | N/A | 1 | MSD/Egypt | | | X | 245 | 02-Jul-07 | B Tech | 52719 | 608087 |
| 95 | Cell Phone | Nokia 1110i | N/A | 1 | MSD/Egypt | | | X | | | | | |
| 96 | Cell Phone | Nokia 1600 | N/A | 1 | MSD/Egypt | | | X | 286 | 02-Jul-07 | B Tech | 52719 | 608087 |

Annex (11) Status of Personnel

The table below shows the change in status of key personnel during FY 2007 along with the counterpart the individual works with:

| Previous Staff | Current Staff | Counterpart/ Title |
|-------------------------------------|-------------------------------------|--------------------------------|
| Phillip J. Walker, Esq. (Mar 07) | Teresa L. Cannady, Esq. (May 07) | Chief of Party |
| Amal Winter (Feb 07) | Ibtisam El Gharib (Aug 07) | MOJ/Mediation Training Manager |
| Karim Gohar (Mar 07) | Noha Labib (Jun 17) | NCCM/NGO Specialist |

Annex (12) Organizational Chart



Oct. 1st, 2007

* Long Term Consultants are written in pink
 * Short Term Consultants are written in green