

GOVERNMENT OF ARAB REPUBLIC OF EGYPT

MINISTRY OF JUSTICE

And

UNITED NATIONS DEVELOPMENT PROGRAMME

(UNDP)

Project Title:

Legal Aid and Dispute Settlement Offices in Family Courts

Award: 00044541

Project: 00052432



Brief Description

In support of GOE efforts at development of the judicial system, UNDP and the Ministry of Justice are undertaking a pilot programme in three Family Courts to

- (i) Introduce the legal aid concept, and
- (ii) Strengthen the mediation function of the Family Courts.

Activities will involve acquiring space within the Court building to establish a Legal Aid Office, equipping it, establishing procedures, hiring qualified staff and providing supplementary training. Concerning mediation, the existing Dispute Settlement Offices of the selected Family Courts will receive an upgrade - the project will rectify any equipment deficiencies and provide additional training to the specialist staff of these Offices, with special focus on assisting women to get their rights in an amicable manner.

The experience with legal aid and with improved mediation will be evaluated and recommendations made for seeking funding support to spread the benefits to all 226 Family Courts in Egypt.

SIGNATURE PAGE

Country: Egypt

- UNDAF Outcome:** UNDAF Outcome 5: By 2011, democratic institutions and practices are firmly established and a culture of human rights through active citizenship is prevalent.
- Expected Outcome:** CP Outcome 3: Fair and efficient administration of justice is in place.
- Expected Output:** CP Output 3.1: Institutional and human resources capacity of the judicial sector increased and court operations enhances, with particular emphasis on family courts, in distinct geographical locations in the country.
- Implementing partner:** Ministry of Justice
- Responsible parties:** Ministry of Justice

Programme Period: 2007-2011
Programme Component: 2008/9
Project Title: Legal Aid & Dispute Settlement
 Offices in Family Courts
Project ID: 00052432
Award ID: 00044541
Project Duration: 14 months (April 2008 – May 2009)

Budget including GMS
US \$Total budget:
UNDP US\$212,000
Funds are Trust fund from AHDR 1 (107,000 USD) and 2 (105,000 USD)

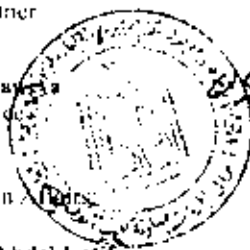
Agreed by:

Signature

Date

For the Implementing Partner
 (Executing partner)

H.E. Counselor Osama Atayeh
 Assistant Minister of Justice



Osama Atayeh

3/4/08

For the Ministry of Foreign Affairs

H.E. Dr. Mabry Hassan Abdel Latif
 Deputy Assistant Foreign Minister & Director of International Cooperation
 Ministry of Foreign Affairs

Mabry Hassan

3/4/08

For the UNDP:

Mr. James W. Rawley
 UNDP Resident Representative

James W. Rawley

3 April 2008

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Part I: Background

The Egyptian President announced in his 2005 election platform that judicial reform is a cornerstone of progress and development in Egypt. The Egyptian government is implementing the President's vision through the adoption of a comprehensive programme for the development of Egypt's judicial system, developing the structure of courts and restructuring the administrative procedures of the courts through the provision of modern technology that will automate significant portions of the work.

The Ministry of Justice has commenced restructuring courts and their administrative procedures by establishing specialized courts and jurisdictions in support of the principle that specialized judges are needed in specific areas, most importantly for dealing with economic and environmental issues. The first step in judicial reform is to strengthen the specialized judiciary. The Ministry of Justice is providing the necessary training for judges and administrative staff to build their capabilities as the new legislative structure emerges.

Law No.1 of 2000 reformed the terms and procedures of personal-status cases. Law 10 of 2004 introduced the system of Family Courts, which are the only courts where citizens may appear as individuals (i.e. without legal representation). Given the growing numbers of litigants before Family Courts and the increased volume of cases and their complexity, the Ministry of Justice was compelled to seek non-traditional solutions through flexible provision of services to the citizens. Family Courts were established for this purpose and introduced the concept of mediation before litigation. The mediation units are called "Dispute Settlement Offices"(DSO) and are staffed by psychologists and psychiatrists, approximately 20 per court and, according to recent statistics, 226 such Family Courts with DSOs have been established. Dispute settlement has risen to more than 45% and the mediation offered in the DSOs has resulted in about 20% of disputes being settled amicably. It should be noted that women are the defendants in the vast majority of cases before these jurisdictions.

The Ministry of Justice and the United Nations Development Programme have agreed to undertake a pilot project in three Family Courts to upgrade both the facilities of the DSOs and the skills and knowledge base of the psychologists and psychiatrists who run the offices. The project will also introduce Legal Aid Offices in the three selected Family Courts. The action plan for this first phase is based on two axes:

The first axis: Establish and test the role of legal aid to citizens within Family Courts.
The second axis: Develop and support the Dispute Settlement Offices within Family Courts.

The project action plan involves establishing and equipping a management unit for the project and then commissioning the necessary studies to set the best ways of operating various aspects of the work, and selecting the appropriate mechanism to put the resulting recommendations into action. Training courses that build capacity for professional and administrative staff will be a large component of the project, as well as supporting and

developing the Dispute Settlement Offices with equipment and furniture to facilitate their work. In addition, the project will establish offices to provide legal aid to litigants in Family Courts. The Legal Aid Offices will create a central database of Court decisions and the database will be electronically linked to the Nasser Social Bank to facilitate collection of payments awarded by the Court. This service will be of great benefit to women, the poor and the illiterate. As noted previously, women are the financial beneficiaries in the majority of cases that come before the Family Courts.

Based on mutual agreement between the Ministry of Justice and the United Nations Development Programme, and having due regard to the importance of the spatial proximity of the project office to the decision-maker to overcome problems or obstacles that might hinder the implementation of its activities, the Project Management Unit shall be located on the same floor as the Minister. This proximity to the Minister will ensure prompt action, leading to tangible progress in achieving the best structure and functioning of Family Courts. The provision of modern technologies and introduction of non-traditional means will positively reflect on the nature of the services provided for the citizen and thus can prompt effective justice as a natural result of those trends.

Part II: The expected results

The process of judicial reform is the cornerstone of the question of human development, involving modernization of the judicial system to bring about a qualitative leap in the administrative structures of the courts through raising the capacity court staff and providing technological equipment, tools and the means necessary to ensure the citizens' easy access to the provided services with improved quality in order to save effort, time and money, and thereby achieve effective justice.

It should be noted that the UNDP plays a role in collaboration with the National Council for Women in the implementation of a project on the support of the legal rights of women using information technology in cooperation with the European Union and the Arab region information technology called "Iktedar" which means "Empowerment of Women". The project has gained importance in light of the proliferation of legal illiteracy among women who suffer upon identifying their particular needs in relation to their personal status. One of the outputs of the project is to issue CDs and cassette tapes containing a large number of legal questions that reflect the most recurring problems in the personal status (marriage - divorce - Khula - guardianship - Family Court - alimony - etc.) to Muslims and non-Muslims associated with the legal answers, while considering the automation of the Family Court in Mansoura.

Complementing the role of UNDP in this regard and supporting the qualitative judicial services provided by the State to its citizens, the parties (the Ministry of Justice and the United Nations Development Programme) agreed to develop this area by selecting three courts as a model through upgrading their infrastructure and human resources based on state-of-art justice technologies. This project aims at assisting Family Courts in the development of the level of services provided by the courts to citizens by establishing

Legal Aid Offices- for the first time - while supporting the existing Dispute Settlement Offices to reach the two following results:

Result I: Activating the role of legal aid to citizens within Family Courts, through the establishment of a separate office within the court to provide free legal advice to litigants.

Result II: Developing and supporting Dispute Settlement Offices within Family Courts, through increasing the capacity of their staff, which will be reflected positively on their ability to settle family disputes amicably and hence reduce the number of cases before the courts and thereby achieve effective justice.

The relationship of project activities to the UNDP Country Programme and UNDAF is illustrated in Figure 1.

Part III: Project strategy

The UNDP, through its cooperation with the Ministry of Justice, is supporting the implementation of administrative and judicial reforms aimed at strengthening the citizen's right to communicate with the agencies of justice. Such strategic vision can be achieved through the adoption of this project to modernize and develop the internal systems within Family Courts.

Three Family Courts were selected as models for the implementation of a pilot action plan for the project to be generalized to the rest of the Family Courts in Egypt once the upgrade modalities have been tested and prove successful. The parties agreed that the 3 Family Courts for the pilot implementation should be:

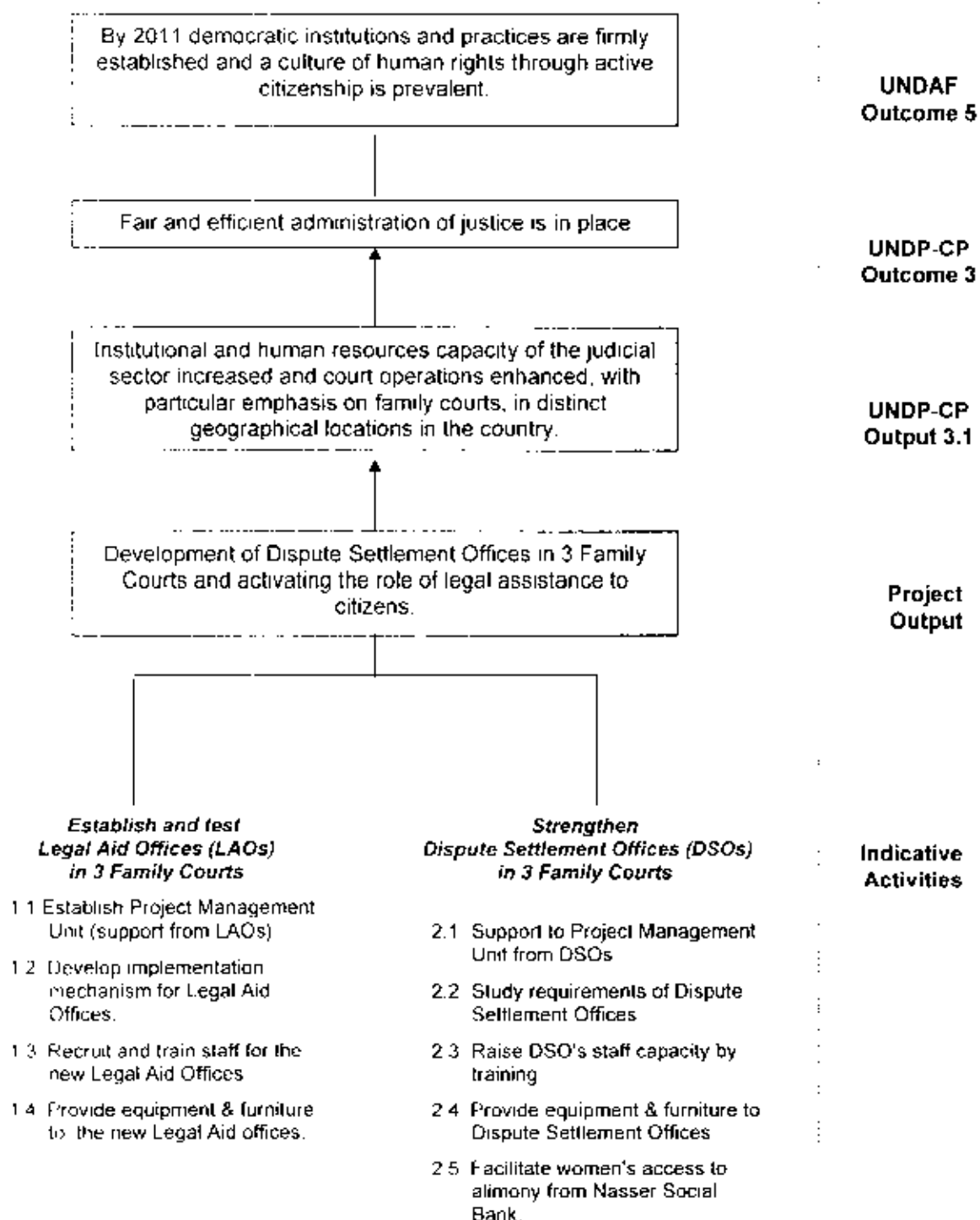
Family Court in the Fifth District of New Cairo,

Family Court in Suez,

Family Court in Beni Suef.

The present project document covers the first phase of the ambition to spread legal services and Dispute Settlement Offices throughout the country. The first phase is a pilot to establish an effective operating modality.

Figure 1: Relationship of project activities to UN outcomes.



Part IV: Outputs and Activities

Output 1: Legal Aid Model Tested in Three Family Courts

Achievement of this objective will facilitate the access of citizens, particularly women and illiterates, to legal information and consultation as it will be provided free of charge. A legal aid model suitable for Egyptian circumstances will be developed and tested in three Family Courts. Legal Aid Offices will be established in the three courts and suitably-qualified staff will be hired and given additional training. After 6 months of operation, the Judges and other stakeholders will meet to evaluate the experiment and recommend what aspects should be retained and disseminated throughout the Family Court system and identify aspects that need further experimentation and adjustment.

Activities:

1.1 LAO support to Project Management Unit (\$31,870)

Seek a ministerial / administrative decree for the allocation of a project management unit on the same floor as the Minister of Justice.

Hire a project manager, an accountant, and an administrator for the 14 month period of the project (partial salaries).

Provide some of the furniture and equipment needed by the PMU.

Deliverables for 1.1:

Half the cost of the equipment and furniture. (3 computers -2 desks - Archiving Library - printer - Fax – small photocopier - telephone lines).

Partial salaries for PMU staff.

Efficient running of the project.

1.2 Consider results and requirements expected from the Legal Aid Offices and the development of an implementation mechanism (\$17,441)

Hire an expert consultant to conduct the necessary studies.

Apply best European / foreign practices in the legal aid system.

Conduct a study on the practical and target needs of the legal aid system, and to identify mechanisms for the implementation of studies and recommendations.

Form a special committee from the Ministry of Justice to follow-up decisions on the establishment of Legal Aid Offices and evaluation.

Conduct an analytical and evaluation study on the advantages and disadvantages of establishing Legal Aid Offices in Family Courts.

Conduct a study on the future plan for dissemination and publication of the experience of Legal Aid Offices in all Family Courts in Egypt.

Deliverables for 1.2:

- Terms of Reference for consultant(s).
- Contracts with selected consultant(s).
- Three studies (1) Objectives and implementation methods for Egyptian LAOs, derived from best European practices.
- (2) Advantages and disadvantages of having LAOs in Family Courts.
- (3) Description of the LAO experience and plan for replication.
- Minutes of meetings by the Ministry of Justice follow-up committee.

1.3. Recruit employees for the Legal Aid Offices and train them on administrative and judicial matters. (\$18,598)

- Internal recruitment: Seek a ministerial / administrative decree to assign some personnel to the Legal Aid Offices.
- Recruit legal researchers in the Legal Aid Offices in the selected Family Courts (from court personnel or from public prosecution staff)
- External recruitment: Identify and hire 6 Legal Researchers who already have good computer skills and experience in legislative research (2 researchers for each of the 3 selected courts).
- Conduct training courses for Legal Aid Office employees in judicial matters and court administrative procedures.
- Hold three Focus Group meetings for Family Court judges in the selected courts to evaluate the effectiveness of the experience of legal assistance.

Deliverables for 1.3:

- Administrative decree from Ministry of Justice to assign some personnel to the Legal Aid Offices.
- Advertisements for external recruits.
- CVs of the 6 Legal Researchers hired.
- Training schedules and attendance logs.
- Record of Focus Group meetings.

1.4 Equip the Legal Aid Offices and courtrooms in the selected courts (\$39,098)

- Design the layout of the proposed Legal Aid Offices (LAOs).
- Seek an administrative decree to allocate suitable place fit for the establishment of Legal Aid Offices in the selected Family Courts.
- Provide equipment and necessary furniture to the Legal Aid Offices (computers, air-conditioners, printers and legal libraries).
- Seek an administrative decree to provide courtrooms with guiding boards and connecting them to the offices of Legal aid
- Provide courtrooms with guiding boards for litigants and electronic 'queuing system' showing which case number is being heard in which court room.
- Prepare pamphlet for litigants describing the free services available through the Legal Aid Offices.

Print 6,000 copies of the said pamphlet (2,000 per court); some pamphlets will be taken by staff to community organizations (for females and the disabled) for distribution to potential litigants

Deliverables for 1.4:

Administrative decree from Ministry of Justice regarding establishment of the Legal Aid Offices in New Cairo, Suez and Beni Suef.
Designer's drawing of proposed office layout.
3 computers, 3 printers, 3 air-conditioners, 3 legal libraries desks, chairs, (one set for each of the three pilot LAOs)
Administrative decree from Ministry of Justice regarding installation of 'electronic queuing system'.
Electronic boards (QUEUING SYSTEM)
6,000 copies of the Legal Aid Services pamphlet.

Output 2: Strengthened Capacity, Service Delivery, and Knowledge Management in the pilot Dispute Settlement Offices

This output seeks to improve the effectiveness of mediation through staff training and revised procedures in the Dispute Settlement Offices (DSOs) with a view to increasing the percentage of cases that can be settled amicably without the need for continued litigation between the parties and thereby achieve an effective justice.

Activities:

2.1: DSO support to the Project Management Unit (\$30,522)

Partial salaries for project manager, accountant, and administrator.
Provide some of the furniture and equipment needed by the PMU.

Deliverables for 2.1:

Half the cost of the equipment and furniture. (3 computers -2 desks - Archiving Library - printer - Fax – small photocopier - telephone lines)
Partial salaries for PMU staff.
Efficient running of the project.

2.2: Study the requirements of Dispute Settlement Offices (\$20,237)

Conduct a study on the current status of the Dispute Settlement Offices and identifying the support required.
Identify the mechanism for the implementation of the study's recommendations.
Form a special committee of the Ministry of Justice to follow up the development of the DSOs.
Conduct an analytical and evaluation study on the advantages and disadvantages of establishing Dispute Settlement Offices in the Family Courts.
Conduct a study to develop documentation, publication and dissemination plan concerning the experience of development and support of Dispute Settlement Offices and how to spread it to all Family Courts in Egypt.

Conduct a study on the role of civil society organizations in justice (in the area of family disputes).

Deliverables for 2.2

Terms of Reference for consultant(s).
Contracts with selected consultant(s).
Five studies (1) Baseline study of DSOs in general and the 3 pilot locations, and identify needs.
(2) Report on means of fulfilling identified needs.
(3) Advantages and disadvantages of having DSOs in Family Courts.
(4) Description of the DSO experience and plan for replication.
(5) Role of civil society organizations in family disputes resolution.
Minutes of meetings by the Ministry of Justice follow-up committee.

2.3 Raising capacity and training of the personnel in Dispute Settlement Offices in Family Courts on administrative and judicial matters (\$23,754)

Training courses for Dispute Settlement Office staff (psychologists and psychiatrists – 20pax at each of the 3 courts) to raise their administrative and judicial capacities.
Computer courses.
Courses on administrative and judicial matters and negotiation skills.
Focus group meeting for judges in the selected Family Courts to evaluate the performance of the Dispute Settlement Offices staff.

Deliverables for 2.3

Terms of Reference for training providers.
Contracts with selected training providers for (1) Judicial Issues 3-day intensive course, (2) Negotiating Skills 3-day intensive course, (3) Administrative issues 3-day intensive course, (4) Computing for efficient administration, 3-day intensive course.
Training schedules and attendance logs.
Record of Focus Group meetings.

2.4 Provide Dispute Settlement Offices with equipment and furniture (\$20,330).

Provide the DSO offices with computers and necessary furniture.
Provide Dispute Settlement Offices with required books.
Conduct a study on how to disseminate the experience of mediation through Dispute Settlement Offices in the three pilot Courts to all Family Courts in Egypt.

Deliverables for 2.4

Three air-conditioners and 3 computers per office.
Three sets of law books in the areas of family law, negotiation, mediation, and administration of lawsuits.
Description of the DSO upgrading experience and plan for replication.

2.5 facilitating the procedures for women to get their alimony from Nasser Social Bank (S10,165).

Connect the Legal Aid Offices electronically with Nasser Social Bank to provide the necessary information on alimonies for speedy delivery.

Review the study prepared in cooperation with the National Council for Women - (Automation of the Family Court in Mansoura) and the preparation of separate study on the possibility of implementing the pertaining results.

Conduct meetings between the project administration and the officials of Nasser Social Bank.

Draft and sign a Memorandum of Understanding (MOU) between the project management and Nasser Social Bank

Report on the implications of cooperation with Nasser Social Bank on female litigants.

Deliverables for 2.5

Database of decisions that have been made by the Court.

Study on the possibility of implementing recommendations by NCW study on Automation of Family Court in Mansoura.

Report of meeting with officials of the Nasser Social Bank.

Report on the implications of cooperation with Nasser Social Bank on female litigants.

MOU with the Nasser Social Bank.

Phase I:

This phase deals with the upgrading and development of administrative procedures and regulations between the litigants in Family Courts (New Cairo - Suez - Beni Suef) to serve as a model of what should be done in the rest of the Family Courts to facilitate the access of citizens (especially women) to justice services.

Phase II:

The UNDP in coordination with the Ministry of Justice will try to provide finance for the deployment of the developed Dispute Settlement Offices and the establishment of Legal Aid Offices in the rest of the Family Courts after the end of the first phase of the project, through available international grants and the Ministry of International Cooperation, and others.

Part V: Implementation

The project will be implemented by the Ministry of Justice, which will support the project by provision of a dedicated office for the PMU at the Ministry of Justice, Lazoghly, Cairo. The office should be air-conditioned and equipped for three people: Project Manager, accountant and administrator.

The Ministry will ensure the issuance of administrative and organizational decisions that help the project in achieving its goals.

The project will be implemented according to the NEX (National Execution) modality.

The Ministry of Justice will be responsible for the achievement of project outputs.

Phase I includes:

1 - Preparing the action plan, the technical requirements and the operational programs through a field case study. The duration of this phase is one month.

2 - Modernization, training and operation: Includes providing the selected courts with the required programmes and services associated with the pertinent training of personnel. The duration is 6 months.

3 - Holding seminars and training programmes for judicial and administrative cadres throughout the first phase (14 months).

4 - Conduct studies and provision of the necessary requirements for the establishment and development of Legal Aid Offices. (6 months).

Project Period and Sustainability

The first phase of the project will end on 31st of May 2009. The United Nations Development Programme with the Ministry of Justice will negotiate - during the period of implementation of the first phase - the possibility of extending the project to implement a second phase that would add new activities to support the project's progress. In addition, UNDP will seek more sources of funding from other donors to support an extension.

Part VI: Management Arrangements

The management arrangements for the project are in line with UNDP requirements. The relationships are illustrated in figure 2 on the next page. The Project Board is the decision-making entity. The Project Manager is responsible for implementation of the agreed activities and for delivery of the specified results. All variations from the agreed Annual Work Plan (AWP) have to be authorized by the Project Board.

The Project Board

- The Executive role is the chairperson and in this project is the representative of the Ministry of Justice.
- Senior Supplier represents the development partners funding the project and in this case will be the UNDP representative.
- The Users' Representative represents the beneficiaries of the project.
- Representative of the Ministry of Foreign Affairs.
- Ex officio: Project Manager.

Minutes of the meeting: The Project Manager acts as Board General Secretary and is responsible for convening the meeting, preparing the agenda and overseeing the processing of materials and tools required for the meeting and also preparing and distributing minutes of the meeting.

The Project Board approves the Annual Work Plan as presented by the Project Manager. As this is only a 14 month project, after the initial meeting there may be no need for further meetings of the Project Board. However, individual members of the Project Board can request an extraordinary Project Board meeting if ad-hoc direction of the project is required.

The Project Assurance role seeks to support the Board by monitoring the project in an objective and independent manner and reporting on progress towards outputs. Normal quarterly reporting on activities against the workplan is done by the Project Manager. The Project Assurance Role is the responsibility of UNDP coordinator.

Project Management Unit:

The Project Management Unit (PMU) will have the following staff:

1. Project Manager (Director)
2. Accountant
3. Administrator.

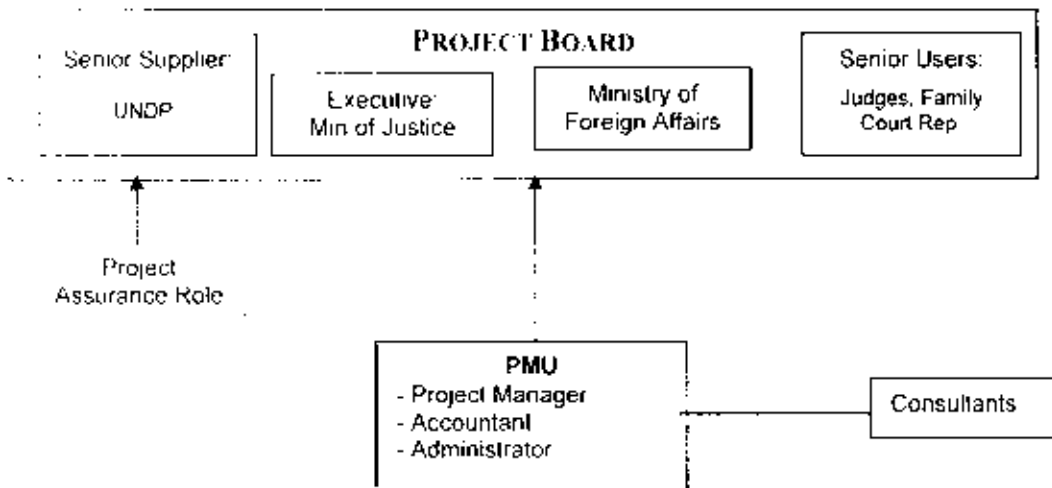
The Project Manager will also work with the following persons:

- Consultants who prepare the necessary studies and recommendations.
- Managers of existing Disputes Settlement Offices in the three selected courts.
- Managers (to be appointed) of the (to be established) Legal Aid Offices in the three selected courts.

The Project Manager is responsible for the day-to-day implementation of the project. This includes ensuring the quality and timeliness of all project activities and outputs and

supervising the work of consultants; requesting the advancement of project funds; preparing Quarterly and Annual Progress Reports; liaising with the Project Assurance role, and requesting ad-hoc directions from the Project Board when required.

Fig. 2 - Project Structure



The project will operate in accordance with UNDP's regulations, including those for procurement and accounting. Equipment and furniture purchased by the project shall bear the UNDP logo, and the project will work according to the regulations of the United Nations Development rules in terms of recruitment, accounting, management, and project assurance.

Operational Unit for Development Assistance (OUDA)

The recruitment of local staff and the procurement of local equipment for the PMU might be implemented by OUDA in consultation with UNDP. Any OUDA fees for implementation would be part of the budget lines.

Implementation Support Service (ISS)

ISS costs will be recovered and charged the same budget line as the project input itself, based on the universal price list.

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Part VII: Monitoring and Evaluation

The monitoring and evaluation of the project is based on dialogue and regular meetings between the Project Manager and the Project Assurance role. Result-based following-up by the project manager and the United Nations Development Programme will be conducted through the preparation and use of the Annual Work Plan. The main monitoring tools are the documents listed below, with the primary mechanism being the detailed management annual work plan and budget. The Project Manager is responsible for producing the following documentation to be submitted to UNDP within the appropriate timeframe:

- Annual work plan
- Annual budget
- Annual progress report
- Annual financial report
- Detailed quarterly work plan and budget request.
- Quarterly progress, financial and activity reports and Issue Log.
- Minutes of Board Meeting.
- TORs for contracts that are to be funded by the project.
- Reports on the work submitted by project contractors.

A separate report shall be submitted for each of the two project outputs.

The Quality Assurance Role reports to the Board with a focus on indicators of progress towards intended outcomes and compares the actual activities to what was stated in the annual workplan.

Other sources for assurance might include minutes of board meetings and any other reviews of the project. The UNDP retains the right to use any external consulting firms to conduct any reviews or assessment of the project or its results during the project or after its conclusion. The project board must approve the scope of mandates for the evaluation.

A final review of the project shall be conducted by the end of its term as a base for assessing project performance and contribution to the relevant results and identifying lessons learned for circulation. The evaluation shall be conducted by three parties (the Ministry of Justice, Ministry of Foreign Affairs, and United Nations Development Programme), a neutral expert could be sought in the evaluation process. Learned lessons must be extracted from the project to ensure the continued use and application within the UNDP. A final report for the project must be done in the form of a "case study" at the end of the project for the development of the learning process.

Part VIII: Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Egypt and the United Nations Development Program, signed by the parties on January 19, 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agency described in that agreement. The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she has assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions in, or additions of, any of the annexes of the project document;
- Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions to re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Year+2 months: 1 April 2008 – 31 July 2009

For this 14 month project, a 5th quarter has been inserted in order to keep all activities on one table

** Indicators and annual targets not relevant as full achievement of the outputs should occur within the frame of this AWP.

EXPECTED OUTPUTS (Indicators. Annual targets) **	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME					Responsibility	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4	Q 5		Source of Funds	Budget Description	Amount \$
Output 1: Legal Aid Model Tested in Three Family Courts	<p>1.1: Legal Aid Office (LAO) support to Project Management Unit (PMU) -obtain ministerial authorizations; -hire project manager, accountant, administrator for PMU; -equip PMU office -contract working groups as needed throughout</p>						UNDP PMU			31,870
	<p>1.2 Develop strategy and implementation mechanism for Legal Aid Offices -hire consultant to study needs and identify mechanisms for providing legal Aid to citizens -establish Ministry of Justice Committee to evaluate, advise on, and approve proposals for implementation mechanisms. -study and make proposals for disseminating methodology for how to establish Legal Aid Offices in all Family Courts -prepare a study on the role of civil society organizations in justice, particularly in family disputes.</p>						PMU Min of Justice			17,441
	<p>1.3 Recruit and train staff for the Legal Aid Offices. -select existing personnel for training and provide training on computer and on administrative and judicial matters. -hold three Focus Group meetings for Family Court Judges to evaluate effectiveness of the experience of Legal Aid.</p>						PMU consultants			
							PMU Cons.			
							UNDP PMU			18,589
							PMU			

	1.4 Provide equipment & furniture to the Legal Aid Offices 3 air-conditioners and three computers per office Selected books. Furniture	✓						39,097	
Output 2:	2.1 DSO support to PMU	✓	✓	✓	✓			30,522	
Dispute Settlement Offices Strengthened	2.2 Strategy for Dispute Settlement Offices -baseline study on Dispute Settlement Offices and identify needs -identify mechanisms for implementing the recommendations -establish Ministry of Justice Committee to evaluate, advise on, and approve proposals for implementation mechanisms	✓	✓	✓	✓	✓	PMU consultants PMU Min Justice	20,237	
	2.3 Raise staff capacity by training -select existing personnel (psychologists and psychiatrists) for training and provide training on: computer (2 courses), administrative and judicial matters and negotiation skills (8 courses) -hold three Focus Group meetings for Family Court Judges to evaluate effectiveness of the experience of legal Aid.		✓	✓				PMU	23,754
	2.4 Provide equipment & furniture to Dispute Settlement Offices 3 air conditioners and three computers per office Selected books. Furniture	✓	✓					20,330	
	2.5 Facilitate procedures followed by women to access Nasr Social Bank.		✓				PMU Bank	10,165	
	TOTAL								212,016

TOR for National Project Director

Project Title: Support to Legal Aid and Disputes Settlement in Family Courts

L . A . D . S

Project No:

I. Background: The Project Director is responsible for executing and implementing the activities of LADS project which are based on two axes: The first axis: Establish and test the role of legal aid to citizens within Family Courts.

The second axis: Develop and support the Dispute Settlement Offices within Family Courts. In this regard, MoJ and the UNDP have agreed to undertake a pilot project in three Family Courts to upgrade both the facilities of the Dispute Settlement Offices and the skills and knowledge base of the psychologists and psychiatrists who run the offices

the project will also introduce Legal Aid Offices in the three selected Family Courts.

II. Responsibilities:

I) Management:

- a) Assumes operational management of the project in consistency with the project document.
- b) Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- c) Manages project staff;
- d) Participates in all project meetings and annual reviews;
- e) Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- f) Supports resource mobilization efforts to increase resources in cases where additional outputs are required and insures cost sharing paid on time where applicable.
- g) Supports to media/communications work of the project;
- h) Ensures that UNDP is invited to all important meetings.

//

2) Technical:

- a) Assumes overall responsibility for the successful execution and implementation of the project towards achieving the outputs.
- b) Prepares annual and detailed quarterly work plans and discusses draft with UNDP and executing agency.
- c) Obtains approval on quarterly work plans and annual work plan from Project Steering Committee.
- d) Implements quarter work plan and monitors activities.
- e) Ensures proper resources and level of effort provided to insure timely delivery of activities.
- f) Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- g) Shares with UNDP draft document and outputs for comments, as well as final products.
- h) Prepares ToR for relevant project's staff and consultants and follow up their work.

3) Financial

- a) Acts on behalf of the executing agency in preparing and adjusting commitments and expenditures.
- b) Acts as the sole authorizing officer for all project financial transactions (i.e. approve all financial expenditures and sign all direct payments.)
- c) Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training
- d) Acts as the Responsible officer for delivery of project's services and achieving annual financial delivery targets:
- e) Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project and maintain asset register;
- f) Ensures that appropriate accounting records are kept and organized;
- g) Facilitates and cooperate with audit requirements at all times, as required.

4) Reporting

- a) Prepares draft technical and other documents as required including the reporting on the following requirements:
 - Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project.
 - Annual project reports (APRs) and a Terminal Report at the end of the project in line with UNDP's formats.
 - Final financial report at the end of the project.
 - Technical, policy and briefing papers as requested by UNDP and the executing agency.
 - Any documents needed for the TPR meeting and other meetings.

5) Facilitation

- a) Ensures that UNDP's name is mentioned in all publications, workshops, and project's activities;
- b) Serves as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners.
- c) Ensures that the Government in kind inputs for the project are available;
- d) Leads efforts to build partnerships for the support of outputs indicated in the project document;
- e) Any other business as required.

IV. Reporting Line: - Contractually to the UNDP Resident Representative.
- Technically to the executing agency and UNDP (Steering Committee).

V. Evaluation: Renewal of contract will be based on satisfactory midterm and final performance evaluation by UNDP and the executing agency.

Support to legal and judicial system reform in Laos - Project Progress Report
 April 2008 - May 2009 (11 months)

LE5.5

Project ID	Key Activities	Time Frame		Responsible Party	Fund Donor	Planned Budget							
		Start	End			Budget Description	Amount US\$						
LE5.5	Activity (1) DSO Support to PMU	Apr 08	May 09	UNDP-MOJ	EGY	71400	Contractual Services-Individual	26,989.00	PM + Accountant+Administrator- partial salaries (15 months)				
				UNDP-MOJ	EGY	72200	Equipment and Furniture	1,250.00	(2) Desks+Photo copier				
				UNDP-MOJ	EGY	72500	Supplies	500.00	Stationary				
				UNDP-MOJ	EGY	72800	Information Technology Equipment	636.36	(3) Computers+Printer+Fax+Telex line				
				UNDP-MOJ	EGY	74100	Professional Services	200.00	Auditing fees by UNDP				
				UNDP-MOJ	EGY	74500	Miscellaneous Expenses	200.00	Sundry				
				UNDP-MOJ	EGY	75100	Facilities & Administration	2,084.98	(7%) of allocated budget				
				UNDP-MOJ	EGY	71300	Local Consultants	8,100.00	Consultant for preparing requested studies				
				UNDP-MOJ	EGY	71400	Contractual Services-Individual	4,600.00	Committee for following up and evaluating of LAO				
				UNDP-MOJ	EGY	71600	Travel	1,500.00	PMU staff				
				UNDP-MOJ	EGY	72800	Information Technology Equipment	1,100.00	(3) Computers				
				UNDP-MOJ	EGY	74500	Miscellaneous Expenses	1,000.00	Sundry				
				UNDP-MOJ	EGY	75100	Facilities & Administration	1,141.00	(7%) of allocated budget				
				UNDP-MOJ	EGY	71400	Contractual Services-Individual	8,181.82	(8) Legal Researchers / LE500 monthly				
				NA	Activity (2) LAO staff	Apr 08	May 09	UNDP-MOJ	EGY	72100	Contractual Services-Companies	9,200.00	Training courses for LAO staff + 3 work shops
UNDP-MOJ	EGY	75100	Facilities & Administration					1,216.73	(7%) of allocated budget				
UNDP-MOJ	EGY	71600	Travel					3,000.00	Study tours (international travel)				
UNDP-MOJ	EGY	72200	Equipment and Furniture					23,540.00	Furniture for LAO				
UNDP-MOJ	EGY	72800	Information Technology Equipment					5,000.00	(3) Electronic guide for courts				
UNDP-MOJ	EGY	74200	Audio Visual & prod costs					5,000.00	Guide for LAO				
UNDP-MOJ	EGY	75100	Facilities & Administration					2,537.80	(7%) of allocated budget				
Total allocated budget for Output (1)								107,500.00					
NA	Activity (1) DSO Support to PMU	Apr 08	May 09					UNDP-MOJ	EGY	71400	Contractual Services-Individual	26,989.00	PM + Accountant+Administrator- partial salaries (15 months)
								UNDP-MOJ	EGY	72500	Supplies	500.00	Stationary
								UNDP-MOJ	EGY	72900	Information Technology Equipment	636.37	(3) Computers+Printer+Fax+Telex line
								UNDP-MOJ	EGY	74100	Professional Services	200.00	Auditing fees by UNDP
								UNDP-MOJ	EGY	74500	Miscellaneous Expenses	200.00	Sundry
								UNDP-MOJ	EGY	75100	Facilities & Administration	1,996.78	(7%) of allocated budget
								UNDP-MOJ	EGY	71300	Local Consultants	3,300.00	Studies
				UNDP-MOJ	EGY	71400	Contractual Services-Individual	8,600.00	Committee for following up and evaluating of DSO				
				UNDP-MOJ	EGY	72100	Contractual Services-Companies	6,113.00	Training courses + work shops				
				UNDP-MOJ	EGY	75100	Facilities & Administration	1,323.91	(7%) of allocated budget				
				UNDP-MOJ	EGY	72100	Contractual Services-Companies	22,200.00	Training courses + work shops				
				UNDP-MOJ	EGY	75100	Facilities & Administration	1,554.00	(7%) of allocated budget				
				UNDP-MOJ	EGY	71300	Local Consultants	5,500.00	Studies				
				UNDP-MOJ	EGY	71600	Travel	1,000.00	PMU staff				
				UNDP-MOJ	EGY	72200	Equipment and Furniture	4,300.00	Furniture for DSO				
UNDP-MOJ	EGY	72500	Supplies	1,700.00	Stationary								
UNDP-MOJ	EGY	72800	Information Technology Equipment	4,600.00	Computers+software								
UNDP-MOJ	EGY	74500	Miscellaneous Expenses	2,000.00	Sundry								
UNDP-MOJ	EGY	75100	Facilities & Administration	1,330.00	(7%) of allocated budget								
UNDP-MOJ	EGY	73100	Local Consultants	2,800.00	Studies								
UNDP-MOJ	EGY	71600	Travel	300.00	PMU staff								
UNDP-MOJ	EGY	72500	Supplies	400.00	Stationary								
UNDP-MOJ	EGY	72800	Information Technology Equipment	6,000.00	Data Base								
UNDP-MOJ	EGY	75100	Facilities & Administration	665.00	(7%) of allocated budget								
Total allocated budget for Output (2)								105,000.00					
Total allocated budget for Support to legal aid and dispute settlement in Family courts Project								212,016					

PMU = Project Management Unit PM = Project Manager LAO = Legal Aid Offices MOJ = Ministry of Justice DSO = Disputes Settlement Offices UNDP = United Nations Development Programme

Summary of allocated budget (Mar. 08 - May. 09)

Activity	out put (1)	out put (2)	Total
Art	9,197.74	29,527.14	38,724.88
Art 2	17,443.00	20,236.83	37,679.83
Art 3	8,598.55	22,751.00	31,352.55
Art 4	29,037.80	20,330.00	49,427.80
Art 5		10,165.00	10,165.00
Total	107,008	105,009	212,016

Project Name: Support to legal and and dispute settlement in family courts

Project No

Annual Work plan Apr 08 - May 09

1 2 3 4

Account Name	Total Budget			Total Expenditures			Difference (2-1)			Expenditures / Budget (1/2)
	OUTPUT (1)	OUTPUT (2)	TOTAL	OUTPUT (1)	OUTPUT (2)	TOTAL	OUTPUT (1)	OUTPUT (2)	TOTAL	
Legal Consultants	8,100	11,600	19,700			0	8,100	11,600	19,700	0%
Contractual Services - individual	39,771	36,489	76,260			0	39,771	36,489	76,260	0%
Travel	4,500	1,300	5,800			0	4,500	1,300	5,800	0%
Contractual Services-Companies	9,200	28,313	37,513			0	9,200	28,313	37,513	0%
Equipment & furniture	24,800	4,300	29,100			0	24,800	4,300	29,100	0%
Supplies	500	2,600	3,100			0	500	2,600	3,100	0%
Information Technology Equipment	17,873	11,136	17,873			0	6,736	11,136	17,873	0%
Professional Service	200	200	400			0	200	200	400	0%
Audio Visual & Print prod costs	5,000	0	5,000			0	5,000	0	5,000	0%
Miscellaneous Expenses	1,200	2,200	3,400			0	1,200	2,200	3,400	0%
Facilities & Administration (7%)	7,001	6,870	13,870			0	7,001	6,870	13,870	0%
Grand Total	107,008	105,008	212,016	0	0	0	107,008	105,008	212,016	#DIV/0!

Slide (1)

Project Name: Support to legal aid and disputes settlement in family courts

Project No.

Annual Workplan Apr 08 - May 09

Account Name	Planned Budget		
	OUT PUT (1)	OUT PUT (2)	TOTAL
Local Consultants	8,100	11,600	19,700
Contractual Services - Individ	39,771	36,489	76,260
Travel	4,500	1,800	5,800
Contractual Services-Companies	9,200	28,313	37,513
Equipment & Furniture	24,800	4,300	29,100
Supplies	500	2,600	3,100
Information Technology Equipment	6,736	11,136	17,873
Professional Service	200	200	400
Audio Visual & Print prod costs	5,000	0	5,000
Miscellaneous Expenses	1,200	2,200	3,400
Facilities & Administration (7%)	7,001	6,870	13,870
Grand Total	107,008	105,008	212,016

Slide (2)
OUTPUT (1)

Key Activities	Planned Budget	
	Budget Description	Amount US\$
Activity (1) PMU Established	71400 Contractual Services-Individ	26,989.00 CM+Accountant+Administrator-salaries (15months)
	72200 Equipment and Furniture	1,260.00 (2) Desks+Photo copier
	72500 Supplies	500.00 Stationary
	72800 Information Technology Equipment	636.36 (3) Computers+Printer+Fax+Tel. land line
	74100 Professional Services	200.00 Auditing fees by UNDP
	74500 Miscellaneous Expenses	200.00 Sundry
Activity (2) LAO Strategy	75100 Facilities & Administration	2,084.98 (7%) of allocated budget
	71300 Local Consultants	8,100.00 Consultant for prepaing requested studies
	71400 Contractual Services-Individ	4,600.00 Committee for following up and evaluating of LAO
	71600 Travel	1,500.00 PMU staff
	72800 Information Technology Equipment	1,100.00 (3) Computers
	74500 Miscellaneous Expenses	1,000.00 Sundry
Activity (3) LAO staff	75100 Facilities & Administration	1,141.00 (7%) of allocated budget
	71400 Contractual Services-Individ	8,181.82 (6) Legal Researchers / LE500 monthly
	72100 Contractual Services-Companies	9,200.00 Training courses for LAO staff + 3 work shops
	75100 Facilities & Administration	1,216.73 (7%) of allocated budget
	71600 Travel	3,000.00 Study tours (international travel)
	72200 Equipment and Furniture	23,540.00 Furniture for LAO
Activity (4) LAO Established	72800 Information Technology Equipment	5,000.00 (3) Electronic guide for courts
	74200 Audio Visual & print prod costs	5,000.00 Guide for LAO
	75100 Facilities & Administration	2,557.80 (7%) of allocated budget
	Total allocated Budget for Output (1)	

Slide 13)
OUTPUT (2)

Key Activities	Planned Budget	
	Budget Description	Amount US\$
Activity (1) PMU Established	71400 Contractual Services-Individ	26,989.00 CM+Accountant+Administrator-salaries (15months)
	72500 Supplies	500.00 Stationary
	72800 Information Technology Equipment	636.37 (3) Computers+Printer+Fax+Tel land line
	74100 Professional Services	200.00 Auditing fees by UNDP
	74500 Miscellaneous Expenses	200.00 Sundry
	75100 Facilities & Administration	1,996.78 (7%) of allocated budget
	71300 Local Consultants	3,300.00 Studies
Activity (2) DSO Strategy	71400 Contractual Services-Individ	9,500.00 Committee for following up and evaluating of DSO
	72100 Contractual Services-Companies	6,113.00 Training courses + work shops
Activity (3) DSO staff	75100 Facilities & Administration	1,323.91 (7%) of allocated budget
	72100 Contractual Services-Companies	22,200.00 Training courses + work shops
	75100 Facilities & Administration	1,554.00 (7%) of allocated budget
Activity (4) DSO Support/Furnitu	71300 Local Consultants	5,500.00 Studies
	71600 Travel	1,000.00 PMU staff
	72200 Equipment and Furniture	4,300.00 Furniture for DSO
	72500 Supplies	1,700.00 Stationary
	72800 Information Technology Equipment	4,500.00 Computers+soft ware
	74500 Miscellaneous Expenses	2,000.00 Sundry
	75100 Facilities & Administration	1,330.00 (7%) of allocated budget
Activity (5) Facilitate the procedures followed by women towards Nasr Bank	73100 Local Consultants	2,800.00 Studies
	71600 Travel	300.00 PMU staff
	72500 Supplies	400.00 Stationary
	72800 Information Technology Equipment	6,000.00 Data Base
	75100 Facilities & Administration	665.00 (7%) of allocated budget
Total		176,000.00



UN Development Programme

Egypt - Cairo

Award ID: 00044541

Award Title: Support to legal Aid and Disputes Settlement in Family Courts

Start Year: 2008

End Year: 2011

Implementing Partner (Executing Agency): National Execution

Budget (US\$) as of Last Revision on 1-October-2009

Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	405,000.00
DFID	41602 UNDP TF For ARAB HDR	41,569.22
DEN	41603 ArabHDR-Denmark STF	55,834.81
Total Budget (2009 and Beyond)		502,404.48
Total Expenditure (2008 and Prior)		112,595.97
Award Total		615,000.00
Unprogrammed/Unfunded		0.00

Responsible Party

(Implementing Agent): EGY Ministry of Justice

Revision Type: Substantial Revision 2

Brief Description:

The purpose of this substantive project budget revision is to extend the project duration for 2 years and to increase the project budget by UNDP TRAC II funds of US\$400,000. This project extension builds on the achievements of the pilot demonstration to establish legal aid offices in the family courts in Suez and Beni-Souef governorates as well as strengthening the role of the Dispute Settlement Offices.

The justification for this project extension is attached hereto.

Agreed by:

Signature

Date

Name/Title

Executing Agency:

H.E. Counselor Ossama Attawia,
Assistant Minister of Justice,
Ministry of Justice

Government:

26/10/2009

H.E. Ambassador Bassem Khalil,
Deputy Assistant Foreign Minister
and Director of International
Cooperation Department, Ministry of
Foreign Affairs

UNDP:

26/oct/2009

Mr. Mounir Tabet, Country Director

Justification for Project Extension

I. Background

1. It is the policy of the Ministry of Justice (MOJ) to strengthen the Egyptian Legal System through improving the service delivery by courts and through the automation of the different phases of appeal to enhance access to justice. The Ministry attaches high priority to the development of the judicial as well as the administrative capacity of courts which is to be achieved through continuous training and exposure to international best practices and comparative experiences.
2. The first phase of collaboration between UNDP and MOJ started in July 2008 and resulted in the establishment of two legal aid offices in two family courts in the Governorates of Suez and Beni Souef and capacity building for the staff of the dispute settlement offices as well as the newly recruited staff for the legal aid offices. During the period from March – April 2009, the legal Aid Office in the Beni Souef Family Court actually addressed 103 legal aid cases while the Legal Aid Office in the Suez Family Court addressed 78 cases. The detailed achievements of phase I of the project are reflected in the in the Project Progress Report which was presented to the Project Board Meeting held in September 2009.
3. According to the Protocol of Cooperation signed between the MOJ and the Ministry of State for Administrative Development (MSAD), the automation of the of family courts is the cornerstone to upgrade service delivery of family jurisdiction (database of court cases; immediate update of decisions and decrees) which is an important component of the work cycle of the legal aid offices. It is worth mentioning that the (MSAD) development will contribute parallel funding to the project through the signed Protocol with the Ministry of Justice to support all project activities relates to ICT.

II. Project Strategy

4. The Ministry of Justice and UNDP jointly agreed to extend the project for two years (1 October 2009 through 30 September 2011) the project with a view to:
 - a. Set up three Legal Aid Offices in the Family Court of Zananeery in Cairo; Luxor Family Court and the Family Court in Alexandria in addition to introducing a number of new activities depending mainly on the available information of the cases. This will be achieved using mechanisms executed through the Protocol of Cooperation signed between the Ministry of Justice and the Ministry of State for Administrative Development, taking into consideration the interests of both courts and litigants. The additional contribution by the Ministry of Administrative Development will enable the project to identify approximately five additional Family Courts and dispute settlement offices to expand the coverage of the project activities subject to the availability of funds within the project.
 - b. Establish coordination between the Project Management Unit (PMU) and the Judicial Information Center of the Ministry of Justice as well as the Ministry of State for Administrative Development. The purpose of this activity is to extrapolate the available data in some family courts, and develop the Electronic Judicial Service for family Courts which will include the data of prosecuted cases, resolutions and the

dates of hearings.....etc. This would enhance access to information by all litigants. It would be applied through technological services which will be available in cooperation with the Judicial Information Centre. Both the Ministry of Communications and the Ministry of State for Administrative Development took positive steps in this regard through expanding the internet coverage to several villages and cities in addition to the automation of courts and prosecution offices.

- c. establish a video conference unit in one of the courts in Lower Egypt to facilitate distance learning/training and conferences. Connecting these courts with The National Centre for Judicial studies will support training and exchange of experience in the field of family jurisdiction and will facilitate the organization of meetings between Egyptian judges and their peers in different countries such as France to share their best practices.
 - d. Build capacity of the staff of family courts mainly judges as well as personnel in Legal Aid and Disputes Settlement offices. Workshops will be held to update judges on the practical applications of family laws and will enhance their mediation skills. The employees of the Legal Aid offices, will be trained with the help of the experienced employees of the legal aid offices who have been recruited and trained in the first phase of the project. Training courses for the employees of Disputes Settlement offices will include communication skills, negotiation/mediation skills and computer skills as well as family law and its applications.
 - e. Establish electronic network between legal aid offices in the Governorates of Suez and Beni Souef on the one hand and with the Nasser Bank on the other hand to facilitate the implementation of the court decisions with regards to the payment of alimony for women .connections for female litigants to help save time and effort. In this regard, the project will build on the electronic system during the first phase of the project.
 - f. Provide the Family Courts of Zananeery, Luxor and Alexandria with computers, furniture, necessary tools, and air conditioners. This will take place within the framework of coordination and cooperation with the Ministry of Justice which will contribute in modernizing the infrastructure of the family court of Zananeery according the updated strategy for both Dispute Settlements and Legal Aid offices.
5. The strategic importance of this project for Egypt is based on the operationalization and facilitation of access to justice by litigants in family courts especially women, which is in accordance to the millennium development goals as well as the efforts of the Egyptian Government to enhance the situation of women and to modernize the justice sector through improving case management. The project will especially focus on capacity development through training and benefitting from international experiences and best practices as well as the deployment of ICT to strengthen capacities of Human Resources in family courts as well as operationalizing monitoring and evaluation for project activities.
6. The collaboration between the Ministry of Justice and UNDP is designed to implement administrative and judicial reform with a view to enhance citizen's access to justice. The project also supports family courts to enhance the quality of services to citizens through the setting up of additional legal aid offices and support to dispute settlement offices. This is in addition to enhancing e-services for citizens which will be integrated with the ongoing automation programme that is currently being implemented by the MSAD within the framework of the protocol signed with Ministry of Justice.

7. Three family courts have been identified to be part of the up-scaling of this new phase of the project namely the Zananeery Family Court, Family Court in Luxor and the Family Court in Alexandria, and in this framework the MOJ in cooperation with MSAD (the Protocol of Cooperation) will contribute to support the ICT infrastructure of selected family courts to help the project in achieving its objectives.. The project will co-operation with the Judicial Information Center and MSAD to establish the database for family courts. It will also cooperate with the Bank of Nasser to provide more services to litigants in the three selected courts. It should be noted the possibility of working on the establishment of other offices depending on the availability of the necessary financial support. The project will also co-operate with the Judicial Inspection Department in support of judges in Family courts.

III. Project Results and Resources Framework

Intended Outcome as stated in the Country Programme Results Action Plan (CPAP) and Resource Framework (CPAP): Fair and efficient administration of justice is in place

Outcome indicators as stated in the Country Programme Action Plan (CPAP) Results and Resources Framework, including baseline and targets: Institutional and human resource capacity of the judicial sector increased and court operations enhanced, with particular emphasis on family courts, in distinct geographical locations in the country

Applicable Strategic Plan Focus Area: Governance

Partnership Strategy: co-operation with the Ministry of State for Administrative Development ; Judicial Information Center; National Center for Judicial Studies

Project title and ID (ATLAS Award ID): Support to Legal Aid and Disputes Settlement in Family Courts

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output: Strengthened access to justice in Family Courts</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Two legal aid offices are operational - Family courts are not automated - No web-access to family courts <p>Indicators:</p> <ul style="list-style-type: none"> - Number of cases managed by the legal aid offices 	<p>Targets for 2009</p> <ul style="list-style-type: none"> - Contract with the OUDA is signed - AWP is approved <p>Targets for 2010</p> <ul style="list-style-type: none"> - The additional legal aid offices are operational 	<p>Activity Result 1: Up-scaling the implementation of Legal Aid offices and upgrading of DSOs in at least three additional Family Courts</p> <ol style="list-style-type: none"> a. Select legal researchers for the legal aid offices from within the courts or the prosecution offices b. Identify additional family courts to expand the coverage of project activities based on the availability of project funds c. Seek ministerial / administrative decree to appoint the staff for the Legal Aid offices d. Constitute a committee in MOJ to follow up and assess the needs and performance of the legal aid offices e. Establish the premises for the new Legal Aid Offices in the Family Courts of Alexandria, Luxor and Zananeery. f. Equip the new Legal Aid Offices each with 2 computers, 2 air conditioners, furniture, and linking them to electronic systems that have been developed within the framework of the cooperation protocol between the MOJ and MSAD g. Upgrade the facilities of the Disputes Settlement offices in the Family Courts of Alexandria, Luxor and Zananeery. 	<p>PMU</p> <p>UNDP</p> <p>Ministry of Justice</p> <p>Consultants</p> <p>MSAD</p>	<p>National consultants</p> <p>Equipment</p> <p>Budget: \$101,598</p>

<p>- Policy paper to further strengthen capacity of family courts is adopted</p>	<p>Targets for 2010</p> <ul style="list-style-type: none"> - Capacity response for family courts outlined and implemented - Capacity development response for DSOs outlined and implemented - First phase of competitions for legal research implemented <p>Targets for 2011</p> <ul style="list-style-type: none"> - Second phase of competitions for judges implemented - Policy paper based on findings of legal research 	<p>Activity Result 2: Enhanced institutional capacity of Family Courts</p> <ol style="list-style-type: none"> a. Conduct capacity assessment of family courts, identify gaps and develop response in terms of training requirements for judges and administrative personnel b. Conduct capacity assessment of DSOs, identify gaps and develop response in terms of training requirements for sociologists and psychologists and legal staff c. Organize peer learning for staff of DSOs d. Organize 2 training courses for employees of legal aid offices to enhance their abilities (in the areas of administrative and judicial affairs as well as ICT) e. Organize focus group discussions for judges of family courts to assess the impact of automation and legal aid offices of family courts on the efficiency of case management and their judgment f. Conduct capacity assessment of the Judicial Inspection Department of the MOJ to develop knowledge products and guidelines in support of judges in Family courts g. Organize competitions for legal research for judges in support of family law and family courts h. Constitute a committee of senior judges to evaluate researches and present awards i. Consolidate policy paper based on findings of legal research 	<p>PMU National Judicial Training Center Courts</p>	<ul style="list-style-type: none"> - Training courses - Workshops - National Consultants
<p>-</p>	<p>Targets for 2009</p> <ul style="list-style-type: none"> - Contact established with Judicial Information Center <p>Targets for 2010</p> <ul style="list-style-type: none"> - Capacity development response for Judicial Inspection Department outlined and implemented - First training through video conference organized for family courts in lower Egypt Database for Family courts 	<p>Activity Result 3: Enhanced Access to Justice through ICT</p> <ol style="list-style-type: none"> a. Coordinate with the Judicial Information Center and the MSAD to update the database in the selected family courts. b. Meet with the Director of Judicial Information Center to establish the data-base for family courts within e-government service on the government portal. c. Implement automation of selected family courts in cooperation with MSAD. d. Recruit national consultants. e. Develop an MoU between the MOJ project and Nasser Bank f. Electronically link legal aid offices in selected courts to Nasser Bank to provide the necessary information to expedite the collection of alimonies by women 	<p>Ministry of Justice Judicial Information Center MSAD Nasser bank UNDP</p>	<p>Data base Equipments A guide</p> <p>Budget: \$ 78,635</p>

<p>accessible through www.egypt.gov.eg</p> <p>Targets for 2011</p> <ul style="list-style-type: none"> - A number of signs and electronic boards for litigants in the courts. - Provide the number of 6000 copies of the pilot guide pilot - and its distribution within and outside the court. 		<p>g. Seek ministerial/administrative decree to establish a video conference unit/facility in one of the family courts in Lower Egypt.</p> <p>h. Procure the necessary equipment for the video conference unit /facility</p> <p>i. Organize training of family court personnel on the use of the video conference unit/facility in line with the National Center for Judicial Studies</p> <p>j. Inaugurate the video conference unit with the presence of the Minister of Justice</p> <p>k. Organizing a workshop on family legal cases using the video-conference unit/facility</p> <p>l. Conduct capacity assessment of the Judicial Inspection Department of the MOJ to identify ICT capacity gaps and needs in support of inspection of family courts</p> <p>m. Providing courtrooms with electronic information boards.</p> <p>n. Revise the guide for litigants in family courts</p> <p>o. Publish revised guide for litigants</p>		
<p>Targets 2010</p> <ul style="list-style-type: none"> - Completion of the workshop - Report on the recommendations of the negotiation session - Report on the study tour abroad <p>Targets 2011</p>		<p>Activity Result 4: Identification of international and comparative experiences to enhance the performance of family courts</p> <ol style="list-style-type: none"> a. Organize joint workshop between the judges of the French family courts and their counterparts in Egypt to exchange experiences. b. Invite international judicial expertise to a forum with Egyptian judges in family courts c. Mobilize international expertise to conduct training for judges in family courts on mediation skills d. Organize one study tour for judges to selected best practices in the implementation of family courts and/or implementation of the legal aid system 	<p>Budget: 30,565</p> <p>USD</p>	
<p>Targets 2009</p> <ul style="list-style-type: none"> - PMU operational - AWP endorsed <p>Targets 2010</p> <ul style="list-style-type: none"> - Project Board Meeting <p>Targets 2011</p> <ul style="list-style-type: none"> - Project evaluation Report 		<p>Activity Result 5: Project Management Unit (PMU)</p> <ol style="list-style-type: none"> a. Upgrade premises of the PMU b. Recruit Project Manager and PMU team c. Prepare Project Annual Work Plan d. Develop and Implement a communications strategy e. Organize Project Board Meeting f. Conduct Annual project audit g. Conduct project evaluation 	<p>Budget: 127,402</p> <p>USD</p>	

IV. Annual Work Plan Year: 2009

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output 1 <i>Baseline:</i> <i>Indicators:</i> <i>Targets:</i> <i>Related CP outcome:</i>	Activity Result 1: Up-scaling the Implementation of Legal Aid offices and upgrading of DSOs in at least three additional Family Courts a. Select legal researchers for the legal aid offices from within the courts or the prosecution offices b. Identify additional family courts to expand the coverage of project activities based on the availability of project funds c. Seek ministerial / administrative decree to appoint the staff for the Legal Aid offices d. Constitute a committee in MOJ to follow up and assess the needs and performance of the legal aid offices				✓				USD 9,500
	Activity Result 2: Enhanced institutional capacity of Family Courts a. Conduct capacity assessment of family courts, identify gaps and develop response in terms of training requirements for judges and administrative personnel b. Conduct capacity assessment of DSOs, identify gaps and develop response in terms of training requirements for sociologists and psychologists and legal staff				✓				USD 1,260
	Activity Result 3: Enhanced Access to Justice through ICT a. Coordinate with the Judicial Information Center and the MSAD to update the database in the selected family courts. b. Meet with the Director of Judicial Information Center to establish the data-base for family courts within e-government service on the government portal.				✓				USD 10,678

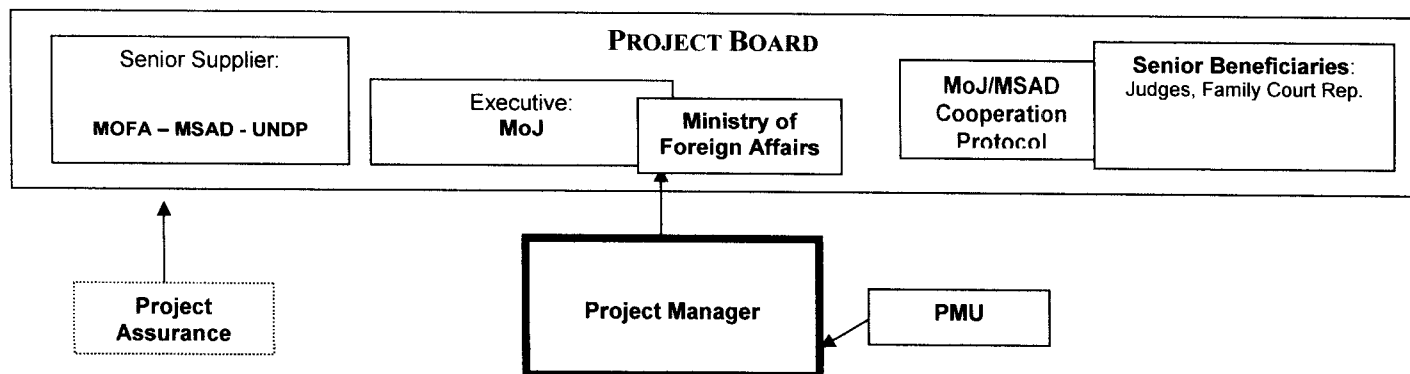
	Activity Result 5: Project Management Unit (PMU) a. Upgrade premises of the PMU b. Recruit Project Manager and PMU team c. Prepare Project Annual Work Plan f. Conduct Annual project audit				✓				USD 15,365
TOTAL									36,803

	<p>Activity Result 3: Enhanced Access to Justice through ICT</p> <ul style="list-style-type: none"> c. Implement automation of selected family courts in cooperation with MSAD. d. Recruit national consultants. e. Develop an MoU between the MOJ project and Nasser Bank f. Electronically link legal aid offices in selected courts to Nasser Bank to provide the necessary information to expedite the collection of alimonies by women g. Seek ministerial/administrative decree to establish a video conference unit/facility in one of the family courts in Lower Egypt. h. Procure the necessary equipment for the video conference unit /facility i. Organize training of family court personnel on the use of the video conference unit/facility in line with the National Center for Judicial Studies j. Inaugurate the video conference unit with the presence of the Minister of Justice 													USD 38,674
	<p>Activity Result 4: Identification of international and comparative experiences to enhance the performance of family courts</p> <ul style="list-style-type: none"> e. Organize joint workshop between the judges of the French family courts and their counterparts in Egypt to exchange experiences. f. Invite international judicial expertise to a forum with Egyptian judges in family courts 			X	X									USD 94,213
	<p>Activity Result 5: Project Management Unit (PMU)</p> <ul style="list-style-type: none"> d. Develop and implement a communications strategy e. Organize Project Board Meeting f. Conduct Annual project audit 	X	X		X									USD 212,502
TOTAL														212,502

VI. Management Arrangements

The project will be nationally executed and implemented in accordance with the UNDP NEX guidelines. The management arrangements for this project are in line with the UNDP requirements as reflected in the UNDP User Guide and are as follows:

A. The Project Organization Structure



1. **The Project Board:** A Project Board will be established to take executive management decisions and to provide guidance to the Project Manager, including approval of project revisions and of the project's annual workplan. Project assurance reviews by this group are made at designated decision points during the running of the project or as necessary when raised by the Project Manager. The Board contains three roles: an Executive to chair the group, a Senior Supplier to provide guidance regarding the technical feasibility of the project, and a Senior Beneficiary to ensure realization of project benefits from the perspective of project beneficiaries.

The Group will meet annually (or more frequently if necessary) and will be composed of:

- The Executive Role: The Ministry of Justice
- Senior Supplier: The Ministry of Foreign Affairs, MSAD, UNDP
- Senior Beneficiaries: Judges, DSOs and Family Courts

The Project Manager will act as secretariat for the group (organization structure), being responsible for convening the meetings, preparing the agenda, overseeing preparation of materials for presentation to the meeting and for preparing and distributing minutes of the meetings.

2. **Project Assurance:** This role is held by UNDP and supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate management milestones are managed and completed.
3. **The Project Manager** is responsible for the day-to-day implementation of the project in coordination with the Governance Center's Director. This includes ensuring the quality and timeliness of all project activities and outputs and supervising the work of

consultants; requesting the advancement of project funds; preparing Quarterly and Annual Progress Reports; liaising with the Project Assurance role, and requesting ad-hoc directions from the Project Board when required. The draft terms of reference are attached as Annex 1.

4. Project Management Unit:

The Project Support will provide project administration and management support to the Project Manager as required by the needs of the project or Project Manager.

5. The Operational Unit for Development Assistance (OUDA): The recruitment of local staff/consultants and the procurement of equipment may be implemented by OUDA. Any OUDA fees will be charged to the respective budget lines.

6. UNDP CO Implementation Support Services (ISS) and support to national execution: ISS will be recovered based on actual costs and will be charged to Activity Result 4: Project Management Unit Established, budget line: 71400 Contractual Services Individuals

VII. Monitoring Framework and Evaluation

7. Project monitoring will be based on regular dialogue and meetings between the Project Manager/Coordinator and the Project Assurance Officer and will be in line with the results-based monitoring policies and procedures outlined in UNDP User Guide. The monitoring tools listed below are designed to ensure proper documentation of all project activities and knowledge products with a view to consolidate the necessary knowledge base for project evaluation. It is the responsibility of the Project Coordinator to produce the necessary documents and reports pertaining to these tools for presentation to UNDP and to the Project Board.

8. In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in UNDP Quality Management tables (to be completed following the signing of the project document).
- An Issue Log shall be activated in Atlas and updated by the Project Coordinator to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex I), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Coordinator to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Coordinator and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.
- **Final Project Review** shall be conducted during the fourth quarter of the last year of the project by the Project Board as basis for assessing performance, contribution to related outcomes, and determining lessons for broader application. Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the Project Board should assess in this meeting the performance and success of the project, and its contribution to related outcomes.

Project Evaluation: The project will be evaluated by a team of independent consultants (national or international). The timing, TOR and composition of the evaluation team will be agreed to by the Project Board. All project components of the project “Support to Legal Aid and Disputes Settlement in Family Courts” will have the chance to be put to real test during the lifetime of the project scheduled 2009-2011

Monitoring and Evaluation Resources: 5% of the project budget will be allocated to monitoring and evaluation activities. \$2000 will be allocated to the conduct of the annual project audit.

Budget



Annual Work Plan

Egypt - Cairo

Award Id: 00044541

Report Date: 4/10/2009

Award Title: Support to legal Aid and Disputes settlement in the fami

Year: 2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00052432	Creat Legal Aid	LAO established			EGY Ministry of Justice	41602	DFID	71600	Travel	1,071.43
					EGY Ministry of Justice	41602	DFID	72200	Equipment and Furniture	3,407.14
					EGY Ministry of Justice	41602	DFID	72800	Information Technology Equipm	1,785.71
					EGY Ministry of Justice	41602	DFID	74200	Audio Visual&Print Prod Costis	1,785.71
					EGY Ministry of Justice	41602	DFID	75100	Facilities & Administration	652.50
			LAO staff	EGY Ministry of Justice	41602	DFID	71400	Contractual Services - Individ	15,701.62	
		EGY Ministry of Justice		41602	DFID	72100	Contractual Services-Companie	285.71		
		EGY Ministry of Justice		41602	DFID	75100	Facilities & Administration	453.25		
		EGY Ministry of Justice		41602	DFID	71300	Local Consultants	2,892.86		
		EGY Ministry of Justice		41602	DFID	71400	Contractual Services - Individ	1,642.86		
			LAO strategy	EGY Ministry of Justice	41602	DFID	71600	Travel	535.71	
		EGY Ministry of Justice		41602	DFID	72800	Information Technology Equipm	392.86		
		EGY Ministry of Justice		41602	DFID	74500	Miscellaneous Expenses	4,538.21		
		EGY Ministry of Justice		41602	DFID	75100	Facilities & Administration	291.07		
		EGY Ministry of Justice		41602	DFID	71400	Contractual Services - Individ	4,602.00		
	PMU established	EGY Ministry of Justice	41602	DFID	72200	Equipment and Furniture	450.00			
EGY Ministry of Justice		41602	DFID	72500	Supplies	178.57				
EGY Ministry of Justice		41602	DFID	72800	Information Technology Equipm	227.27				
EGY Ministry of Justice		41602	DFID	74100	Professional Services	71.43				
EGY Ministry of Justice		04000	UNDP	74500	Miscellaneous Expenses	1,500.00				
		EGY Ministry of Justice	41602	DFID	74500	Miscellaneous Expenses	71.43			
		EGY Ministry of Justice	41602	DFID	75100	Facilities & Administration	531.88			
TOTAL										
00061224	DISPUTE SETTLEMENT	DSO staff			EGY Ministry of Justice	41603	DEN	72100	Contractual Services-Companie	7,928.57
					EGY Ministry of Justice	41603	DEN	75100	Facilities & Administration	396.43
		DSO strategy			EGY Ministry of Justice	41603	DEN	71300	Local Consultants	1,178.57
					EGY Ministry of Justice	41603	DEN	71400	Contractual Services - Individ	19,327.60
					EGY Ministry of Justice	41603	DEN	72100	Contractual Services-Companie	2,183.21
					EGY Ministry of Justice	41603	DEN	75100	Facilities & Administration	1,480.59
		DSO Support to PMU			EGY Ministry of Justice	41603	DEN	71400	Contractual Services - Individ	11,546.48



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			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		DSO Support to PMU			EGY Ministry of Justice	41603	DEN	72500	Supplies	178.00
					EGY Ministry of Justice	41603	DEN	72800	Information Technology Equipm	227.00
					EGY Ministry of Justice	41603	DEN	74100	Professional Services	71.00
					EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	3,500.00
					EGY Ministry of Justice	41603	DEN	74500	Miscellaneous Expenses	71.44
					EGY Ministry of Justice	41603	DEN	75100	Facilities & Administration	604.32
		DSO support/furniture			EGY Ministry of Justice	41603	DEN	71300	Local Consultants	1,964.29
					EGY Ministry of Justice	41603	DEN	71600	Travel	357.14
					EGY Ministry of Justice	41603	DEN	72200	Equipment and Furniture	1,535.71
					EGY Ministry of Justice	41603	DEN	72500	Supplies	607.14
					EGY Ministry of Justice	41603	DEN	72800	Information Technology Equipm	1,607.14
					EGY Ministry of Justice	41603	DEN	74500	Miscellaneous Expenses	714.29
					EGY Ministry of Justice	41603	DEN	75100	Facilities & Administration	339.29
		facilitate procedures			EGY Ministry of Justice	41603	DEN	71300	Local Consultants	1,000.00
					EGY Ministry of Justice	41603	DEN	71600	Travel	107.14
					EGY Ministry of Justice	41603	DEN	72500	Supplies	142.00
					EGY Ministry of Justice	41603	DEN	72800	Information Technology Equipm	2,100.00
					EGY Ministry of Justice	41603	DEN	75100	Facilities & Administration	167.46
TOTAL										
00072481	L.A.D.S.	Capacity Building for FCs			EGY Ministry of Justice	04000	UNDP	72500	Supplies	500.00
					EGY Ministry of Justice	04000	UNDP	72800	Information Technology Equipm	500.00
					EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	260.00
		Establishing LAOs & DSOs			EGY Ministry of Justice	04000	UNDP	71600	Travel	1,000.00
					EGY Ministry of Justice	04000	UNDP	72100	Contractual Services-Company	5,000.00
					EGY Ministry of Justice	04000	UNDP	72200	Equipment and Furniture	1,000.00
					EGY Ministry of Justice	04000	UNDP	72500	Supplies	300.00
					EGY Ministry of Justice	04000	UNDP	72800	Information Technology Equipm	2,000.00
					EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	200.00
		ICT for justice			EGY Ministry of Justice	04000	UNDP	71300	Local Consultants	2,000.00
					EGY Ministry of Justice	04000	UNDP	71400	Contractual Services - Individ	2,454.55



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Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			Amount US\$
			Start	End		Fund	Donor	Budget Descr	
		ICT for Justice			EGY Ministry of Justice	04000	UNDP	74200 Audio Visual&Print Prod Costs	6,222.73
		International Best Practices			EGY Ministry of Justice	04000	UNDP	72100 Contractual Services-Companie	0.00
		PMU			EGY Ministry of Justice	04000	UNDP	71400 Contractual Services - Individ	14,181.82
					EGY Ministry of Justice	04000	UNDP	74500 Miscellaneous Expenses	1,184.09
TOTAL									36,803.19
GRAND TOTAL									139,207.22



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			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00072481	L.A.D.S.	Capacity Building for FCS			EGY Ministry of Justice	04000	UNDP	71300	Local Consultants	1,000.00
					EGY Ministry of Justice	04000	UNDP	72100	Contractual Services-Companie	20,000.00
					EGY Ministry of Justice	04000	UNDP	72500	Supplies	2,000.00
				EGY Ministry of Justice	04000	UNDP	72800	Information Technology Equipm	800.00	
				EGY Ministry of Justice	04000	UNDP	74100	Professional Services	2,000.00	
				EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	1,815.00	
				EGY Ministry of Justice	04000	UNDP	71300	Local Consultants	10,000.00	
				EGY Ministry of Justice	04000	UNDP	71600	Travel	3,000.00	
				EGY Ministry of Justice	04000	UNDP	72100	Contractual Services-Companie	5,000.00	
				EGY Ministry of Justice	04000	UNDP	72200	Equipment and Furniture	20,000.00	
				EGY Ministry of Justice	04000	UNDP	72500	Supplies	1,000.00	
				EGY Ministry of Justice	04000	UNDP	72800	Information Technology Equipm	12,000.00	
				EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	1,000.00	
				EGY Ministry of Justice	04000	UNDP	71300	Local Consultants	2,300.00	
				EGY Ministry of Justice	04000	UNDP	71400	Contractual Services - Individ	9,818.18	
				EGY Ministry of Justice	04000	UNDP	72200	Equipment and Furniture	10,000.00	
		EGY Ministry of Justice	04000	UNDP	72800	Information Technology Equipm	9,000.00			
		EGY Ministry of Justice	04000	UNDP	74200	Audio Visual&Print Prod Costs	7,555.91			
		EGY Ministry of Justice	04000	UNDP	71600	Travel	10,000.00			
		EGY Ministry of Justice	04000	UNDP	72100	Contractual Services-Companie	20,450.00			
		EGY Ministry of Justice	04000	UNDP	71400	Contractual Services - Individ	56,727.27			
		EGY Ministry of Justice	04000	UNDP	74100	Professional Services	2,000.00			
		EGY Ministry of Justice	04000	UNDP	74500	Miscellaneous Expenses	5,036.36			
TOTAL										212,502.72
GRAND TOTAL										212,502.72



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Year: 2011

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00072481	L.A.D.S.	Capacity Building for FCs			EGY Ministry of Justice	04000	UNDP	71300	Local Consultants	1,000.00
						04000	UNDP	72100	Contractual Services-Companie	25,000.00
						04000	UNDP	72500	Supplies	2,000.00
		04000				UNDP	72800	Information Technology Equipm	850.00	
		04000				UNDP	74100	Professional Services	2,000.00	
		04000				UNDP	74500	Miscellaneous Expenses	2,315.00	
		04000				UNDP	71300	Local Consultants	10,000.00	
		04000				UNDP	71600	Travel	3,000.00	
		04000				UNDP	72100	Contractual Services-Companie	5,000.00	
		04000				UNDP	72200	Equipment and Furniture	10,000.00	
		04000				UNDP	72500	Supplies	1,000.00	
		04000				UNDP	72800	Information Technology Equipm	10,000.00	
		04000				UNDP	74500	Miscellaneous Expenses	1,000.00	
		04000				UNDP	71300	Local Consultants	2,500.00	
		04000				UNDP	71400	Contractual Services - Individ	7,363.64	
04000	UNDP	72200	Equipment and Furniture	10,000.00						
04000	UNDP	72800	Information Technology Equipm	9,393.18						
04000	UNDP	72100	Contractual Services-Companie	0.00						
04000	UNDP	71400	Contractual Services - Individ	42,545.45						
04000	UNDP	74100	Professional Services	2,000.00						
04000	UNDP	74500	Miscellaneous Expenses	3,727.27						
TOTAL										
150,694.54										
GRAND TOTAL										
150,694.54										