

The roles and assignments of relevant organizations are as follows:

(1) CAPMAS

(a) Project Director

Mrs. Ghada Mostafa Abdalla, Under Secretary for President Office Affairs will be responsible for overall administration and implementation of the Project.

(b) Sub Project Director

Mrs. Hoda Mostafa Attia, Director General of International Cooperation Department will support the Project Director and substitute her in case of absence.

(c) Project Manager

Mr. Ahmed Kamal Abd El Aziz, CAPMAS President Advisor will be responsible for managerial and technical matters related to the Project.

(d) Sub Project Manager

Mrs. Yasmin Ahmed Mahmoud, International Cooperation Department will support the Project Manager and substitute him in case of absence.

(e) Relevant staff of CAPMAS will be assigned to be engaged in the daily activities of the Project.

(2) JICA Experts

The JICA Experts will give necessary technical guidance, advice and recommendations to CAPMAS on any matters pertaining to the implementation of the Project. JICA Experts will collect and analyze the needs of CAPMAS and prepare the training.

(3) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") chaired by a Project Director will be established in order to facilitate inter-organizational coordination. JCC will be held at least once a year and whenever deems it necessary. JCC will approve an annual work plan, review overall progress, conduct monitoring and evaluation of the Project, and exchange opinions on

major issues that may arise during the implementation of the Project. The composition and functions of JCC is shown in the Annex IV. A list of proposed members of JCC is shown in the Annex IV.

IV. LOGISTIC ARRANGEMENTS

1. Work space for JICA expert (s)

CAPMAS agreed to provide the JICA experts with an adequate office space with enough furnishing, telephone lines and access to Internet that would be necessary in order to carry out the Project.

2. Counterpart budget

According to the government's procedures, CAPMAS will ensure sufficient allocation of counterpart budget required for the implementation of the Project activities. Remuneration and travel allowances (e.g. per-diem, accommodation and transport in site visits inside Egypt) are not provided to the counterpart personnel by JICA since it is not appropriate to subsidize such expenses to counterpart personnel from the viewpoint of sustainability of the outputs and outcomes from the Project.

V. SIGNING OF THE RECORD OF DISCUSSIONS AND THE MINUTES OF MEETING

Both sides prepared the draft R/D as attached in ANNEX VI. The draft R/D would be signed between JICA and the authorities concerned of Egypt.

Annex I	Tentative Project Design Matrix: PDM
Annex II	Tentative Plan of Operation (PO)
Annex III	Tentative Implementation Structure of the Project
Annex IV	Composition and Functions of Joint Coordinating Committee (JCC)
Annex V	Main Points Discussed
Annex VI	Draft Record of Discussions (Draft R/D)

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Project Design Matrix

Annex I

Project Title: Project for developing statistical quality system at CAPMAS

Implementing Agency: Central Agency for Public Mobilization and Statistics (CAPMAS)

Period of Project (tentative): December 2015- November 2018 (3 years)

Project Site: Cairo, Egypt

Version 0

Dated: 02/September/2016

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>Overall Goal Policy relevance is enhanced with improved quality of statistical studies in Egypt.</p>	<p>1. The Census result with improved quality is utilized for policy making by the concerned ministries and relevant agencies in Egypt within 3 years of project completion.</p> <p>2. The result of the Census 2016 with improved quality is utilized for other statistical studies undertaken by CAPMAS within 3 years of project completion.</p>	<p>1. CAPMAS internal references</p> <p>2. CAPMAS internal references</p>	
<p>Project Purpose Capacity of CAPMAS to effectively manage the Census 2016 and other statistical studies is strengthened.</p>	<p>1. Guideline/manuals on Census management (e.g., data processing, E-Census, utilization of tablet devices, sampling, post-enumeration survey) is updated /improved.</p>	<p>1. CAPMAS internal references</p>	<p>- Policy makers understand the significance of statistical information.</p> <p>- The trained counterpart staff play an active role in the organization.</p>
<p>Outputs</p> <p>1. Statistical planning, fieldwork and data processing are implemented effectively and with high quality using IT application.</p> <p>2. The capacity on sampling method is improved in quality.</p> <p>3. The post-enumeration survey is conducted properly in accordance with the international standards.</p>	<p>1-1. No. of advice and training conducted.</p> <p>1-2. The trainees are satisfied with the training.</p> <p>1-3. Application of the advice and training for statistical planning, fieldwork and data processing.</p> <p>2-1. No. of trainings conducted</p> <p>2-2. The level of understanding of CAPMAS staff on Japan's practice on sampling methods for statistical studies increases.</p> <p>2-3. The level of understanding of CAPMAS staff on the improved master sampling method is improved.</p> <p>3-1. No. of advice and training conducted</p> <p>3-2. The level of understanding of CAPMAS staff on the practice of post-enumeration survey increases.</p> <p>3-3. Application of the advice and training for conducting the post-enumeration survey for the Census 2016.</p>	<p>1-1. Project references</p> <p>1-2. Project references</p> <p>1-3. Project references</p> <p>2-1. Project reference</p> <p>2-2. Project reference</p> <p>3-1. Project references</p> <p>3-2. Project references</p> <p>3-3. Project references</p>	<p>- The trained counterpart staff play an active role in the organization.</p> <p>- Sufficient budget and staff is allocated for CAPMAS</p> <p>- Public support and cooperate with the data collection for the Census.</p>

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Activities	Inputs	Important Assumption
1-1 Assess on the training need of CAPMAS staff. 1-2 Share on Japan's experience and provide advice on statistical planning, fieldwork and data processing. 1-3 Provide training for efficient implementation of statistical planning, fieldwork and data processing (Eg. data entry/loading and cleaning) 1-4 Provide advice and training on E-Census system 1-5 Provide advice on work management for implementing the Census 2016. 2-1 Provide advice and training on sampling method. 2-2 Support on improving sampling methods for the Census 2016. (Eg. designing, sample selection and application)	<u>Egyptian Side</u> The Egyptian Side will provide resources as follows. a. Human resources that may consist of (i) Project Director (Under Secretary for President Office Affairs, CAPMAS); (ii) Sub-Project Director (Director General of International Cooperation Department, CAPMAS); (iii) Project Manager (CAPMAS President Advisor); (iv) Sub-Project Manager (International Cooperation Department) b. Experts in statistics in Egypt c. Office space for resident advisor, if necessary d. Supporting fund for CAPMAS staff to assist the project implementation (based on needs) e. Contact with Egyptian government and foreign counterparts	- The trained counterpart staff play an active role in the organization. - Sufficient budget and staff is allocated for CAPMAS
3-1 Provide advice and training on post-enumeration survey. 3-2 Support on implementing post-enumeration survey by CAPMAS for the Census 2016.	<u>Japanese Side</u> The Japanese side will provide resources as follows. a. Long Term Expert (Project Coordinator (Work Management / Quality Control)) b. Short Term Expert: (IT(Data Processing), Post Enumeration Survey (Processing/Matching) etc.) c. Study Visit / Country-Focused Training d. Seminar / Workshop / Training e. Equipment f. A part of the operational costs for implementing activities (Ex. Costs for experts activities)	<u><Pre-conditions></u> - The Census for 2016 is conducted with no major change in the schedule. - The organization of CAPMAS is not reformed/rearranged that may affect the project activities. - The security condition of Egypt is not deteriorated.

