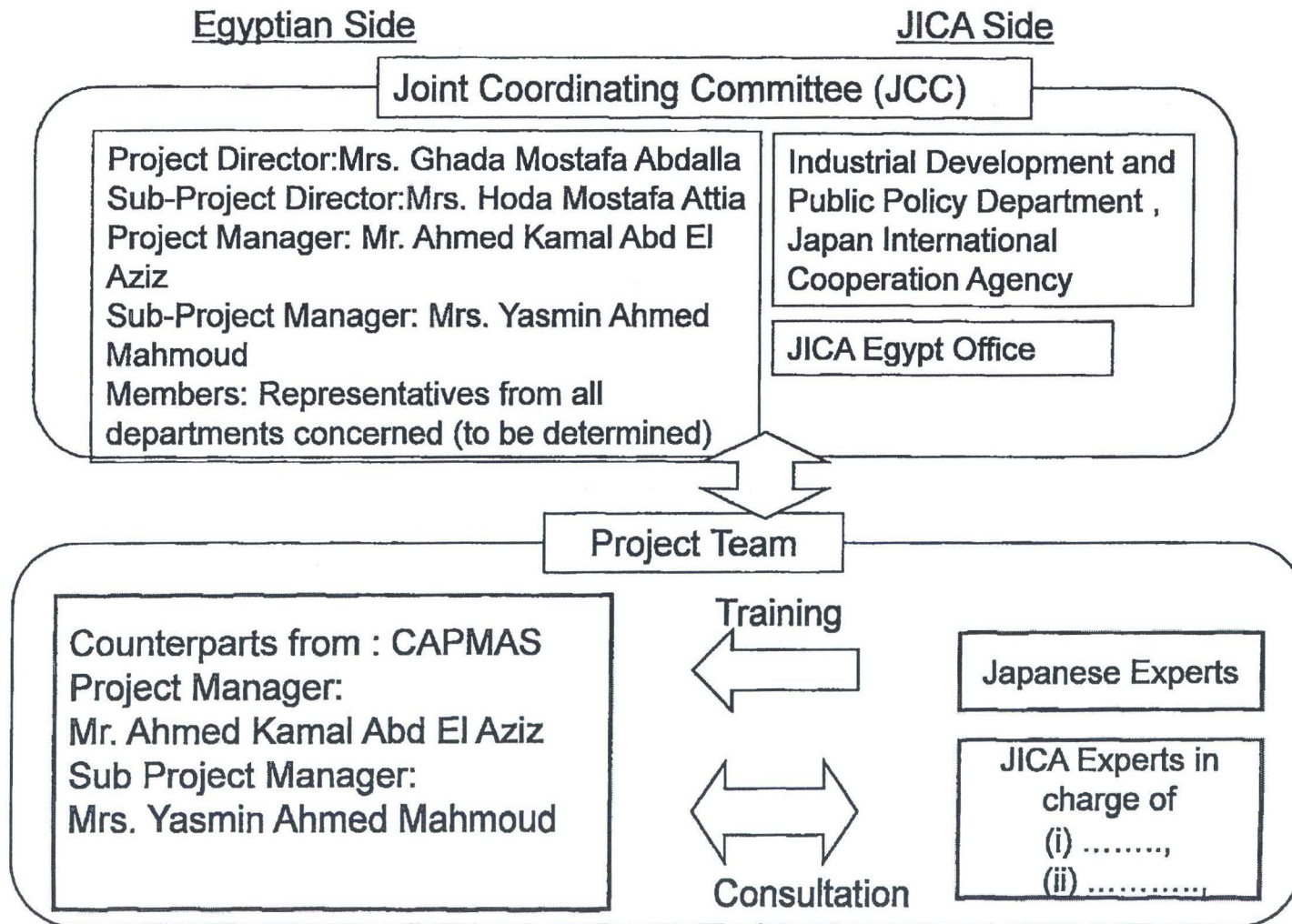


Project Implementation Structure (tentative)



Composition and Functions of Joint Coordinating Committee (JCC)

The Joint Coordinating Committee (hereinafter referred to as "JCC") will be formed and its meetings will be held at least once a year for the smooth implementation of the Project. The prospective functions and members of the JCC are as follows.

1) Functions

- (a) To approve the Annual Plan of Operation to be formulated in accordance with the R/D
- (b) To review overall progress and achievement of the Project
- (c) To monitor and evaluate the implementation of the Project
- (d) To examine major issues arising from or in connection with the Project
- (e) To work out the modification of the PDM and the PO as necessary
- (f) To recommend and request necessary actions to the organizations concerned

2) Members

(a) Chairperson

Mrs. Ghada Mostafa Abdalla, Under Secretary for President Office Affairs,
CAPMAS (Project Director)

(b) Members:

<Egyptian Side>

CAPMAS

Mrs. Hoda Mostafa Attia, Director General of International Cooperation
Department (Sub- Project Director)

Mr. Ahmed Kamal Abd El Aziz, CAPMAS President Advisor (Project Manager)

Mrs. Yasmin Ahmed Mahmoud, International Cooperation Department (Sub-
Project Manager)

Official(s) in charge from the following division/department (tentative):

Central Administration for CAPMAS President Office Affairs

International Cooperation Department

Quality Control Department

Demographic Statistical and Censuses Sector

Central Administration of Census

General Administration of Population Censuses

General Administration of Classifications and Samples
Population and Social Studies Center
Information Technology Sector

<Japanese Side>

Representative(s), JICA Egypt Office

Officer(s) in charge, JICA Egypt Office

Expert(s) of the Project

Official(s) in charge, Embassy of Japan in Egypt

*The JCC can invite other personnel as necessary.

MAIN POINTS DISCUSSED

1. Output on quality control

CAPMAS requested to add a separate output regarding quality control in the design of PDM while the Team explained that the elements of quality control were already incorporated with the drafted outputs and activities in PDM. CAPMAS agreed to the explanation by the Team.

2. Long-term expert

Regarding the dispatching of long-term expert, CAPMAS requested that the expert need to be qualified in the field of quality control in statistics. The Team expressed concern to find a suitable personnel in the specified field and suggested that the relevant expertise on quality control would be available not only in statistics but also in business such as manufacturing field. CAPMAS agreed to select the expert qualified in the field of comprehensive quality control.

3. Equipment

CAPMAS indicated that tablets and vehicles for the surveys in the rural regions were their priority in the equipment requested for JICA under the Project. The Team agreed that the utilization of tablet devices would be relevant in relation to Output 1 and will consider the request depending upon the budget availability in JICA. Meanwhile, the Team expressed that the provision of vehicles were less strongly associated with the drafted project activities while CAPMAS stressed its importance for the operation. The Team will consider the request with the conditions that 1) the operation and maintenance (O&M) cost shall be covered by CAPMAS, 2) the vehicles shall be utilized not only for the Census 2016 but also for other statistical studies undertaken by CAPMAS and 3) the vehicles shall not be used other than for the purpose of the surveys in the rural regions. The possibility of JICA's support on the vehicles will also be depending on the availability of the budget and procurement policy in JICA.

4. Project evaluation of training activities

Regarding the Project evaluation of the JICA about training activities under the Project, CAPMAS requested that the JICA experts and trainers shall set clear objectives when conducting training for CAPMAS staff and consider how the

ANNEX V

training participants apply the outcome of training to their work. The Team agreed to the request by CAPMAS.

5. Indicator on master sampling method

CAPMAS requested to add an objectively verifiable indicator described as 2-3 in PDM: The level of understanding of CAPMAS staff on the improved master sampling method is improved. The Team agreed to the request with a condition that the indicator shall be reviewed, reflecting the appropriateness of the indicator for the Project after the commencement of the Project.

6. Project sites

CAPMAS mentioned that the Census itself will cover the entire region of Egypt, and CAPMAS requested to include the neighboring areas of Cairo as a project site in order to improve the quality of Census work in the regions. The Team presented the concern about the security situation of the remote regions of Egypt. CAPMAS stated that it will consider the security of JICA experts as most important and take necessary measures.

Both sides agreed that the Project sites are as follows:

- (a) Cairo Region
- (b) Other regions will be selected based on the consultation between JICA and CAPMAS taking into account of the latest security situation in Egypt and Security Guideline of JICA.

7. Assignment of human resources

CAPMAS proposed to assign a Sub-Project Director and Sub-Project Manager in addition to the Project Director and Project Manager. The Sub-Project Director and Sub-Project Manager will support the Project Director and the Project Manager respectively and substitute them in case of absence. The Team agreed to proposal by CAPMAS.

ANNEX VI

RECORD OF DISCUSSIONS
ON
PROJECT FOR DEVELOPING STATISTICAL QUALITY SYSTEM
AT CAMPAS
IN
EGYPT
AGREED UPON BETWEEN
AUTHORITIES CONCERNED OF GOVERNMENT OF THE ARAB
REPUBLIC OF EGYPT
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Cairo, [date]

XXX XXX
Chief Representative
JICA Egypt Office

Mr. XXXX
XXXXXX
Central Administration for Public
Mobilization and Statistics
The Arab Republic of Egypt



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Based on the minutes of meetings on the Detailed Planning Survey on the "Project for Developing Statistical Quality System at CAPMAS" (hereinafter referred to as "the Project") signed on 2nd, September between Central Agency for Public Mobilization and Statistics (hereinafter referred to as "CAPMAS") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with CAPMAS and relevant organizations to develop a detailed plan of the Project.

Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that CAPMAS, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Egypt.

The Project will be implemented within the framework of Colombo Plan Technical Cooperation scheme between the Government of Japan (hereinafter referred to as "GOJ") and the Government of Egypt (hereinafter referred to as "GOE").

Appendix 1: Project Description

Appendix 2: Main Points Discussed