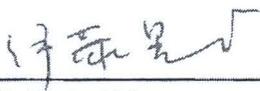
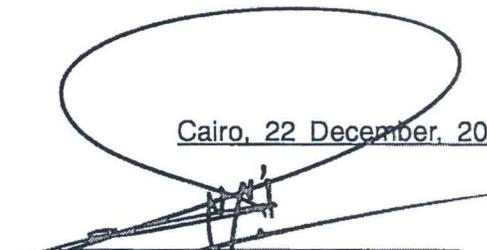


**RECORD OF DISCUSSIONS**  
**ON**  
**PROJECT FOR DEVELOPING STATISTICAL QUALITY SYSTEM**  
**AT CAMPAS**  
**IN**  
**EGYPT**  
**AGREED UPON BETWEEN**  
**AUTHORITIES CONCERNED OF GOVERNMENT OF THE ARAB**  
**REPUBLIC OF EGYPT**  
**AND**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**

Cairo, 22 December, 2015

  
\_\_\_\_\_  
Mr. Teruyuki Ito  
Chief Representative  
JICA Egypt Office

  
\_\_\_\_\_  
Gen. Abo Bakr Elgendy  
President  
Central Agency for Public Mobilization and  
Statistics (CAPMAS)  
The Arab Republic of Egypt

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

## PROJECT DESCRIPTION

Both parties confirmed that there is no change in the Project Description agreed on in the minutes of meetings on the concerning Preparatory Survey on the Project signed on 2nd, September (Annex 5).

### I. BACKGROUND

CAPMAS plays an important role in the implementation process of Egypt National Development Plan by producing and disseminating statistical data and information which should be helpful for policy makers to make decision and solve problems based on accurate data and information.

CAPMAS is the only governmental agency in charge of producing official statistics in all demographic, social and economic fields. Also, it is the official source in Egypt to supply the state agencies, universities, research centers and international organizations with data and statistics where many ministries, such as ministries of planning, ministry of labor and migration, ministry of trade, depend on it as a guide in implementation of national development plan. Additionally, many international organizations depend on CAPMAS data to determine the development requirements.

All these ministries and institutions depend on and use some important indicators and data produced by CAPMAS such as Household Income, Expenditure and Consumption Survey (HIECS) data, Labor force survey, Inflation rate, Price Statistics (ICP, CPI), population and establishment census data, economic census data, trade statistics, Tourism statistics...etc.

CAPMAS started the preparation for 2016 population & housing census. In this regard, CAPMAS needs to build and improve the capacity of CAPMAS staffs especially in two important departments as the following:

1. Quality control department with capacity of 20 person (most of the young and middle age)





## (2) Input by CAPMAS

CAPMAS will take necessary measures to provide at its own expense:

- (a) Human resources that may consist of
  - (i) Project Director (Under Secretary for President Office Affairs);
  - (ii) Sub Project Director (Director General of International Cooperation Department);
  - (iii) Project Manager (CAPMAS President Advisor);
  - (iv) Sub Project Manager (International Cooperation Department);
- (b) Experts in statistics in Egypt;
- (c) Credentials or identification cards;
- (d) Office space for resident advisor, if necessary
- (e) Supporting fund for CAPMAS staff to assist the project implementation (based on needs)
- (f) Contact with Egyptian government and foreign counterparts

## 7. Implementation Structure

The Implementation Structure of the Project is given in the Annex 3. 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 substitute for the Project Director in case of absence.

#### (c) Project Manager

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

#### (d) Sub Project Manager

Mrs. Yasmin Ahmed Mahmoud, International Cooperation Department

will substitute for the Project Manager 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.

(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 evaluation of the Project, and exchange opinions on major issues that may arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex 4.

8. Project Site(s) and Beneficiaries

(1) Project Site:

- (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.

(2) Beneficiaries:

CAPMAS officials

9. Duration

Three (3) years from the date of the first arrival of a Japanese expert in Egypt

10. Environmental and Social Considerations

CAPMAS agreed to abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made