



TWINNING PROJECT FICHE

Strengthening the Egyptian Phytosanitary Control System

Under the
Support to the EU-Egypt Association Agreement Programme (SAAP)
Ministry of International Cooperation-Egypt

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LIST OF ACRONYMS

AA	Association Agreement
AP	Action Plan
ARC	Agricultural Research Centre
BC	Beneficiary Country
BIP	Border Inspection Post
CAPC	Central Administration for Pest Control
CAPQ	Central Administration of Plant Quarantine
DPRL	Date Palm Research Laboratory
EC	European Commission
ECA	Egyptian Customs Authorities
ENP	European Neighbourhood Policy
EU	European Union
EUD	European Union Delegation
GoE	Government of Egypt
GOIEC	General Organization for Import and Export Control
HRI	Horticulture Research Institute
ICT	Information and Communication Technology
IPPC	International Plant Protection Convention
ISPM	International Standard for Phytosanitary Measure
ISO	International Standardization Organization
IT	Information Technology
MEDA	Mediterranean Economic Development Assistance
MoALR	Ministry of Agriculture and Land Reclamation
MoU	Memorandum of Understanding
MS	Member State
MTE	Medium Term Expert
NPPO	National Plant Protection Organization
PAO	Programme Administration Office
PBRP	Potato Brown Rot Project
PFA	Pest Free Area
PL	Project Leader
PPrRI	Plant Protection Research Institute
PPaRI	Plant Pathology Research Institute
PRA	Pest Risk Analysis
QA	Quality Assurance
RTA	Resident Twinning Advisor
SAAP	Support to the Association Agreement Programme
SOP	Standard Operating Procedure
SPSC	Sanitary and Phytosanitary Committee
SPS	Sanitary and Phytosanitary
STE	Short Term Expert
TA	Technical Assistance
ToR	Terms of Reference
WRL	Weed Research Laboratory
WTO	World Trade Organization

TWINNING PROJECT FICHE

1. BASIC INFORMATION

- 1.1 **PROGRAMME:** SUPPORT TO THE IMPLEMENTATION OF THE ACTION PLAN AND ASSOCIATION AGREEMENT PROGRAMME (SAAP III)
- 1.2 **TWINNING NUMBER:** EG12ENPAPHE17
- 1.3 **TITLE:** STRENGTHENING THE EGYPTIAN PHYTOSANITARY CONTROL SYSTEM
- 1.4 **SECTOR:** HEALTH AND CONSUMER PROTECTION
- 1.5 **BENEFICIARY COUNTRY:** EGYPT

2. OBJECTIVES

2.1 OVERALL OBJECTIVE

To contribute to a strengthened Egyptian plant quarantine and plant protection controls in line with the EU Acquis and international best practices.

2.2 PROJECT PURPOSE

Improved legal framework, organizational structure and technical capacity for the Central Administration of Plant Quarantine (CAPQ) to act as the National Plant Protection Organization (NPPO) in accordance with the EU and international best practices; and support the efforts of strengthening the capacity of the private sector producers to carry out safety measures during the production chain.

2.3 CONTRIBUTION TO THE ASSOCIATION AGREEMENT/ ACTION PLAN AND NATIONAL PLAN

EU-Egypt bilateral relations have recently developed almost exclusively through the financial cooperation provided by the Mediterranean Economic Development Assistance (MEDA) programme. After the Association Agreement (AA) had been put in force on June 1, 2004 EU-Egypt relations entered into a new and more intense phase, through which the Barcelona process is now addressing a much wider spectrum of fields.

Based on respect for democratic principles and fundamental human rights, the AA aims at furthering regional integration, with a view to creating an area of shared prosperity, as well as providing a framework for political dialogue and closer economic, social and cultural relations between the two parties. Economic cooperation includes the liberalization of trade in goods and services, as well as capital movement. It also proposes the completion of a Free Trade Area by 2015 (2018 for a very limited number of industrial goods). In addition, the AA aims at supporting Egypt's economic and political reform efforts through approximating the laws, regulations and standards applied in Egypt to those of the EU.

In the field of agriculture and fisheries, cooperation is guided by a number of articles in the AA. These articles include:

- Article 50, which stipulates that cooperation in agriculture and fisheries entails the promotion of cooperation in veterinary and phytosanitary matters and in growing techniques, with the objective of facilitating trade between the two parties.
- Article 47, which states that parties shall aim to reduce differences in standardization and conformity assessment, focusing on rules in the field of standardization, metrology, quality standards, and recognition of conformity, in particular as regards sanitary and phytosanitary standards for agricultural products and foodstuffs.
- Article 13, which states that the European "Community and Egypt shall progressively establish a greater liberalization of their trade in agriculture, fisheries and processed agricultural products of interest to both parties."

In the meantime, the European Neighbourhood Policy (ENP) Action Plan (AP) opens new avenues for Egypt to actively participate in the EU internal market. It also sets priority areas for cooperation. The AP covers a number of aspects, including the modernization and restructure of the agricultural sector and fisheries through the implementation of reforms in sectoral agricultural policies. This includes identifying and adopting accompanying measures providing for the structural, institutional, legal and administrative support, as well as strengthening the role of agricultural research centres in improving productivity, food safety and quality of agricultural products (ENP, 2.1.2-d Agriculture and Fisheries).

Furthermore, the AP promotes the approximation of Egyptian legislation to EU legislation, and the adoption of measures aimed at increasing the access to EU and global markets for Egyptian agricultural and processed agricultural products. More specifically, the AP encourages cooperation on modalities aiming to develop animal and plant identification and traceability systems, as well as the reform and modernization of sanitary and phytosanitary sectors and the development of an Egyptian policy on food safety.

(ENP AP, 2.2.2 Trade Related Issues, Market and Regulatory Reforms).

The agricultural sector employs 30% of the work force and provides livelihoods for 55% of the population. Many of these people depend on agriculture as the primary source of income and employment, particularly the poor. While Egypt is a major net importer of agricultural products, including products of plant origin, it is also a major exporter of agricultural produce of plant origin.

The GoE's Strategy of Sustainable Agricultural Development 2030 has six main objectives:

- i. Focusing on sustainable use of natural agricultural resources
- ii. Increasing the productivity of both land and water units
- iii. Raising the degree of food security of strategic food commodities
- iv. Increasing the quality and competitiveness of agricultural products in domestic and international markets
- v. Improving the climate of agricultural investment
- vi. Improving the living standards of rural inhabitants and reducing poverty rates in rural areas.

This twinning project will contribute to the implementation of the AA, the ENP, the Egyptian national plan, and the GoE's Strategy of Sustainable Agricultural Development 2030 by:

- Promoting cooperation and transfer of technical expertise and knowledge between the EU and Egypt on phytosanitary issues;

- Deepening trade and economic relations and increasing trade liberalization by removing non-tariff barriers to trade in the application of phytosanitary measures and removing technical barriers to trade through the approximation of Egypt's phytosanitary regulatory framework to the EU Acquis;
- Unlock trade potential and global market access for Egyptian exports of plants and plant products by strengthening the traceability requirements for phytosanitary certification of plants and plant products;
- Increasing Egypt's food security by reducing the risk of crop loss due to the introduction and spread of harmful organisms;
- Increasing the competitiveness of Egyptian exports of plants and plant products by reducing the risk of the economic damage arising from the introduction and spread of harmful organisms. This should in turn increase productivity and reduce the cost of inputs for farmers;
- Increasing the competitiveness of Egypt exports through effective pre-export quality controls that build confidence with consumers and business partners and avoid costly recalls or other food-safety-related incidents. Production chain-oriented self-controls and official checks will address residues of plant protection products, mycotoxins and microbial contaminants; and
- Improving the climate of investment in the Egyptian agricultural sector by modernizing and strengthening the institutional infrastructure and developing human resources. This should strengthen the efficiency and effectiveness of private and official phytosanitary controls, which will in turn reduce the risk of the economic damage arising from the introduction and spread of harmful organisms or contaminants.

3. DESCRIPTION

3.1 BACKGROUND AND JUSTIFICATION

3.1.1 General Background

The Support to the EU-Egypt Association Agreement Programme (SAAP) was launched by the European Commission (EC) to support the Egyptian administrations in implementing the AA and the ENP, and assist the GoE's in upgrading the public administration capacity in line with EU and international best practice. The SAAP focuses on three core areas:

- i. Trade and economic liberalization;
- ii. Improvement of the legislative and regulatory framework; and
- iii. Institutional strengthening and reform in the private sector as well as public administration.

The SAAP makes available to the Egyptian Government institution's the expertise of the European Member States so as to harmonize their institutional and administrative framework and to create a competitive climate for economic growth, with the help of the EU Acquis. The instrument of institutional twinning is given particular importance as it is perceived to be an

efficient and appropriate vehicle for technical expertise and knowledge transfer for the achievement of institutional strengthening and legislative harmonization.

This project will contribute to all three of the core areas mentioned above. The harmonization of the phytosanitary controls on the application of phytosanitary measures against the introduction and spread of harmful organisms in line with EU and international best practices and in accordance with the requirements of the IPPC and the SPS Agreement measures will reduce non-tariff barriers to trade and contribute to trade and economic liberalization.

This will bring about more efficient risk management of the production, import and export of plants and plant products, which in turn will contribute to increasing agricultural productivity. The approximation of the Egyptian phytosanitary regulatory framework to the EU *Acquis* and the SPS Agreement will reduce technical barriers to trade and also contribute to trade and economic liberalization. The proposals in the twinning fiche for the strengthening and administrative restructuring of CAPQ will also improve transparency of the Egyptian phytosanitary system, contribute to institutional reform and modernization of the Egyptian public administration and improve the business climate for investment in the agricultural sector.

CAPQ as the beneficiary administration of this potential Twinning project will avail of applying European best practices regarding the transparency of the Egyptian phytosanitary system, contribute to institutional reform, modernize of the Egyptian public administration and improve the business climate for investment in the agricultural sector.

3.1.2 Justification

Reducing the risk of crop damage and *increasing productivity* through improved phytosanitary controls against the introduction and spread of harmful organisms will also create a more stable environment for agricultural production, improve the business climate for investment in this sector and contribute to achieving the Strategy of Sustainable Agricultural Development 2030 as a key objective of the GoE. At the same time, the improved productivity and more efficient delivery of phytosanitary services will increase the competitiveness of agricultural products in domestic and international markets. This will also increase - confidence in the quality of Egyptian agricultural products of plant origin. Plant health is not about the quality of plants or plant products but their freedom from quarantine pests.

Although Egypt is a major importer of plants and plant products, it is also a major exporter of plants and plant products to the EU and other markets. Increasing access to these markets is increasingly dependent on the Egyptian phytosanitary authorities and Egyptian exporters. Therefore, it is necessary to provide the competent authorities, importers and consumers with documentary evidence demonstrating the traceability of food products on a "farm-to-fork" basis.

Demonstrating *traceability* and providing the necessary official documents is dependent upon effective coordination at the national level of the application of phytosanitary measures against the introduction and spread of harmful organisms. Best practices in the EU and elsewhere mandates a single authority for this task.

Egypt also has a deficit in the production of food of plant origin for domestic human and animal consumption. *Food security* is therefore of paramount importance to the GoE, and an

improvement in this area is a major objective in its strategy of sustainable agricultural development. Reducing the risk of crop damage and the economic losses arising from the introduction and spread of harmful organisms will contribute to this objective by increasing the productivity of agricultural products.

Whilst CAPQ's current management of the inspection and quarantine procedures is reasonably well organized and provides adequate protection against the introduction of harmful organisms, the growth of international trade in both imports and exports of plant products is still putting a strain on CAPQ's resources. Therefore, the various institutional components of the Egyptian phytosanitary system need *more efficient organization* of phytosanitary controls, as well as more effective coordination of the application of phytosanitary measures against the introduction and spread of harmful organisms.

A projected legal result of this twinning project will establish CAPQ as *the NPPO and as a single authority* responsible for the coordination of all phytosanitary controls and the application of phytosanitary measures against the introduction and spread of harmful organisms. Achieving this will require the establishment of a legal basis for CAPQ as an NPPO. This will be addressed under Component A. This component will also address issues relating to Egypt's access to the export market in relation to regulatory compliance and the concerns pertaining to quality and traceability. In this respect, harmonizing the Egyptian regulatory framework with the EU *Acquis* and international norms remains a necessity.

Institutional and administrative reform of CAPQ as envisaged under Component B will enable it to act effectively as an NPPO and to increase its efficiency and effectiveness, not only in carrying out quarantine controls but also in managing national surveillance and coordinating the application of phytosanitary measures against the spread of harmful organisms. Also, component B will address assistance to the private sector through dissemination of best practices and support for effective quality control.

The *technical training* planned under Component C will strengthen the capacity of CAPQ in carrying out the functions and responsibilities of the restructured NPPO in accordance with international best practices. It will also improve the capacity of the institutions providing services to CAPQ as an NPPO (such as the research institutes), which will improve the effectiveness of the overall phytosanitary control system against the introduction and spread of harmful organisms and towards efficient, production chain-oriented controls of biotic and abiotic contaminants.

The development of an integrated *Internet-enabled information and communication (IC)* network under Component D will support this and enable CAPQ to deliver *e-phytosanitary services* to all stakeholders, including importers and exporters. It will also allow CAPQ to develop a rapid alert system to report potential risks to stakeholders and more effectively coordinate all activities in the Egyptian phytosanitary system.

3.2 LINKED ACTIVITIES

None.

3.3 RESULTS

The expected results are as follows:

3.3.1 Component A: Legal Reform

1. The legal basis for CAPQ to act as an NPPO and as a single authority responsible of coordinating, strengthening, and carrying out national phytosanitary controls, applying phytosanitary measures against the introduction and spread of harmful organisms, is established.
2. The regulatory framework for the application of phytosanitary controls against the introduction and spread of harmful organisms is harmonized with EU *Acquis*.
3. The regulatory framework for Sanitary and Phytosanitary Committee for monitoring the application of contaminants and quality controls during the plant production is created.

3.3.2 Component B: Institutional & Administrative Reform

1. CAPQ is restructured as the NPPO and as a single authority with the responsibility for applying plant quarantine procedures and phytosanitary measures against the introduction and spread of harmful organisms.
2. CAPQ's strategic and operational planning for plant quarantine and the application of phytosanitary measures against the introduction and spread of harmful organisms are developed.
3. A CAPQ operational manual setting out the standard operating procedures (SOPs) for import, export, transit, inspection and certification is prepared in conformity with the ISO 17020 Quality Management Scheme requirements.¹
4. CAPQ's managerial, operational and administrative capacities are strengthened.
5. An action plan to work to work with the private sector to disseminate best practices and self-checks is developed.

3.3.3 Component C: Technical Training

The technical capacity of managers, inspectors, and laboratory staff is strengthened to meet the IPPC, ISO requirements and other international and EU best practices.

3.3.4 Component D: Information and Communication Technology (ICT)

An integrated Internet-enabled system based on an interactive web portal linking CAPQ headquarters, regional directorates, border inspection posts (BIPs) and diagnostic laboratories are in place.

3.4 ACTIVITIES

The activities below are indicative and *inter-alia* the following activities:

3.4.1 Component A: Legal Reform²

- A1. Drafting a ministerial decree that creates a clear legal basis for CAPQ to act as the NPPO and act as single authority.³
- A2. Preparing a work plan for the approximation of the Egyptian regulatory framework to the EU regulatory framework, SPS Agreement and IPPC standards.⁴

¹ ISO/IEC DIS 17020 "General Criteria for the Operation of Various Types of Bodies Performing Inspection".

² The activities in Component A may be carried out by local short-term experts under the guidance of the Resident Twinning Adviser and the Project Leader.

³ The legal opinion from the local legal expert during the preparation of the project's twinning fiche is that the legal status of CAPQ can be changed by a ministerial decree and that there is no need to introduce a new legislation ratified by the Parliament to effect this change.

⁴ A gap analysis of the Egyptian phytosanitary legislation against the EU phytosanitary regulatory framework was completed as part of the preparation work for drafting this twinning fiche. This analysis formed Annex 2 to

- A3. Drafting a new legislation on plant quarantine or amending the current legislation.
- A4. Advocating the need for adopting the new regulations and legislation in MoLAR and other rule making bodies.
- A5. Drafting a new legislation to be supervised by Sanitary and Phytosanitary Committee to control the plant production giving a particular interest to contaminants and quality control.

3.4.2 Component B: Institutional and Administrative Reform⁵

Organizational Restructure

- B1. Preparing a plan for restructuring CAPQ as the NPPO and as a single authority, in consultation with relevant stakeholders in the Egyptian phytosanitary system, and assisting CAPQ in implementing the plan.
- B2. Preparing memoranda of understanding (MoU) with other institutions in the Egyptian phytosanitary system (see 4.1) in order to coordinate the application of measures against the introduction and spread of harmful organisms.
- B3. Preparing a quality policy document and a five-year strategic plan to guide current CAPQ operations and development for the future.⁶
- B4. Supporting the establishment of a Quality Assurance (QA) Department in CAPQ for auditing purposes.

Managerial Skills Training

- B5. Arranging two study tours for 5 working days to the Twinning partner member state.

Administration & Operations Management

- B6. Preparing a CAPQ operational manual setting out the SOPs of import, export, transit, inspection, and certification.⁷
- B7. Drawing up performance parameters for laboratory testing and diagnostic services, including the testing methodologies and diagnostic protocols- and setting minimum requirements for the delivery of such services.
- B8. Drawing up performance parameters for other services such as surveys of harmful organisms, fumigations and other quarantine treatments and setting minimum requirements for the delivery of these services by CAPQ staff or private sector service providers.
- B9. Drawing up a new fee structure based on the real costs of phytosanitary services.
- B10. Preparing a contingency plan for early detection and response to pests harmful for plants and plant products.
- B11. Preparing an annual plan for carrying out national surveys and guidelines for the establishment and maintenance of Pest-Free Areas (PFAs) and pest free places of production.
- B12. Drawing up inspection and sampling procedures based on the International Standards for Phytosanitary Measures (ISPMs) and Pest Risk Analysis (PRA).

the report "Assessment of the Phytosanitary System in Egypt Focusing on the Capacity of the Central Administration of Plant Quarantine." This report should be used as a starting point for the development of the work plan. The report is available on request from PAO.

⁵ The activities proposed here shall be carried out with the active participation of the management and staff of CAPQ and other institutions of the Egyptian phytosanitary system.

⁶ Note: Activities B1, B2 and B3 are interrelated, and they are expected to be carried out in parallel.

⁷ This should meet the requirements of ISO 17020.

- B13. Developing additional technical manuals for the inspection of commodities and diagnosis of harmful organisms.
- B14. Updating the lists of quarantine pests and the list of regulated articles.
- B15. Developing and implementing an action plan to act with the private sector to disseminate best practices and self-check in order to establish a production chain-oriented strategy that includes the private sector.

3.4.3 Component C: Technical Training⁸

- C1. Preparing and implementing a training programme for managers and relevant staff in the following areas: IPPC standards, SPS Agreement, EU regulatory framework, surveillance system and best practices, and the regulatory phytosanitary requirements of Egypt's main trading partners;
- C2. Preparing and implementing a training programme for managers and relevant staff in the following areas: national surveillance, detection and monitoring of harmful organisms, and establishment of PFAs and pest free places of production;
- C3. Preparing and implementing training programmes for all phytosanitary inspectors at BIPs on the following subjects: statistical and non-statistical sampling procedures; inspection and pest identification using taxonomic keys; phytosanitary treatments; administrative procedures; post-entry quarantine; and phytosanitary certification. The training materials should include a manual of taxonomic keys customized for Egypt.(see footnote no. 8)
- C4. Identifying laboratory equipment, including microscopes and supplies, to facilitate the training planned under C3.
- C5. Preparing and implementing training programmes for the phytosanitary inspectors involved in phytosanitary controls at places of production on the following subjects: sampling; sample preparation; inspection at places of production; diagnosis of diseases and pests; implementation of specific systems of monitoring/surveillance for detecting pests and identifying the distribution of harmful organisms; and PFAs and pest free places of production.
- C6. Preparing and implementing training programmes for border phytosanitary inspectors in the following areas: application of the legislation and quality assurance (QA) system.
- C7. Carrying out training-needs assessment in the areas of testing methodologies and diagnostic protocols of the research laboratories providing services to CAPQ.
- C8. Preparing and implementing on-the-job training programme based on C7.
- C9. Identifying the training consumables and other sundry items necessary for the training to be carried out under C8.
- C10. Preparing and implementing awareness rising sessions for private sector organizations to upgrade their professional practices in the field of phytosanitary and contaminants control during the production and packing stages. (Do and don't tips) is recommended approach to use with agriculture producers.

⁸ A train-the-trainer approach should be adopted. Managers should participate in the training programme as trainees, in relation to the issues relevant to their managerial functions.

The kind of materials needed for training will include (but are not limited to): glass microscope slides and coverslips, insect pins (various grades), glass tubes/vials, magnifying glasses, preserving alcohol, dissecting instruments, insect boxes etc. & also taxonomic keys for use by the trainees; a trainee work book including assessment sections& Power Point presentations for an interactive workshop”.

3.4.4 Component D: Information and Communication Technology (ICT)

- D1. Support to develop a TOR for the ICT system of CAPQ to cope with the phytosanitary institutions and/or the Ministry of Agriculture mandated in the MS.
- D2. Carrying out a software-and-equipment-needs assessment and a staff-training-needs assessment to:
 - i. Establish and operate an integrated Internet-enabled ICT system based on an interactive Web portal for CAPQ;
 - ii. Establish and operate an electronic system for phytosanitary certification;
 - iii. Establish and operate an electronic system for a central register of all producers, importers and exporters of plants and plant products.
- D3. Preparing the tender specifications for the ICT Web portals, equipment, software, and training for the operation of the system, as well as the software and equipment for the electronic certification system and electronic register of producers, importers and exporters.
- D4. Based on the information sharing concept, prepare a TOR to determine the basic parameters of an electronic application that enables CAPQ to provide web-based services to producers like issuance of certification register services. i.e., D2 (ii) and (iii).⁹
- D5. Developing SOPs for the IT systems. This should be carried out in conjunction with a manual that may be provided by the software and hardware suppliers.
- D6. Preparing and implementing a training programme for D2 (ii) and (iii) to operate the system at the CAPQ HQ and other locations.

3.5 MEANS/INPUT FROM THE PARTNER MEMBER STATE ADMINISTRATION

The implementation of activities mentioned above requires specialized medium and short term experts within each component.

3.5.1 Project Leader

The **Project Leader (PL)** will be responsible for the overall planning and implementation of the thrust of the MS inputs in this twinning project. The PL is expected to devote a minimum of 3 days per month to the project progress in addition to one visit to the beneficiary country (BC) every 3 months. In cooperation with the BC Project Leader appointed by CAPQ, she/he will be responsible for the organisation of the project's steering committee which includes the RTA and representatives of the Programme Administration Office (PAO) and EU Delegation.

Profile:

The PL should be a graduate in agriculture, economics, commerce or a related discipline, and should have at least 15 years of management experience in the phytosanitary administration of an MS.

Management Capacity

- Inter-personal and leadership skills;

⁹ It is expected that the software and hardware required for D2 (ii) and (iii) can be procured within the budget limits of the twinning project. However, separate funding from SAAP is likely to be required for D2 (i).

- Experience in negotiations at the ministerial and intra-EU levels;
- Work experience in the MEDA region will be advantageous;
- Working level of the English language.

Previous Project Management Experience

- High-ranking official, long-term civil servant from a MS with at least 15 years experience in the field of phytosanitary on implementing strategies, policies and regulations;
- Knowledge of EU legislative and operational activities related to the various components of the project;
- knowledge of capacity building and strengthening of NPPO;
- Experience gained in similar international projects is highly desired.

Tasks:

- The overall direction of the Project in cooperation with the BC Project Leader;
- The achievement of the mandatory results with the BC Project Leader;
- Oversee project implementation;
- Mediate in the events of conflict;
- Oversee financial management of the project;
- Supervise the Resident Twinning Adviser (RTA) job;
- Prepare with the assistance of the RTA interim quarterly and final reports;
- Moderate the Project Steering Committee meetings.

3.5.2 Resident Twinning Adviser (secondment 30 months)

Profile:

The RTA should be a graduate in agriculture, economics, commerce or a related discipline, and should have at least 10 years of experience (with at least 5 years at a senior managerial level) in a government phytosanitary administration or a mandated phytosanitary administrative body of an EU MS.

Technical Expertise

- Inter-personal and communication skills; previous experience of managing multi-disciplinary and multinational team will be an asset;
- Previous Experience in international projects will be an asset;
- She/he must have working level of the English language.

Previous Project Management Experience

- She/he must be a civil servants or equivalent staff;
- 10 years hands on experience in developing and implementing strategies, policies and regulations in the field of phytosanitary;
- Experience within a European phytosanitary regulatory body is an asset;
- At least 10 years experience/involvement in the reform and development of EU plant health organizations namely in Implementation of SPS Agreement, IPPC and ISPMs;
- Experience of enforcement of EU phytosanitary *Acquis*.

Tasks:

- Liaise with the CAPQ PL and RTA counterpart;

- Manage day-to-day operations;
- Manage the medium-term experts (MTEs);
- Manage the short-term experts (STEs);
- Monitor project implementation and achievement of project objectives;
- Provide CAPQ with training and advise on phytosanitary issues;
- Arrange two study tours in the EU for staff of CAPQ;
- Prepare interim quarterly reports and final reports to be submitted to the PL;
- Maintain close contact with the PAO and the EU Delegation;
- Prepare terms of reference (ToRs) for all MTE and STE missions.

3.5.3 Resident Twinning Advisor Assistant

In the implementation of his/her daily tasks, the RTA will be supported by an assistant, of Egyptian nationality, who will be hired by the Twinning project for the entire period of project implementation (24 months).

Tasks:

The assistant will support the RTA as his/her administrative assistant. H/She will be able to appropriately carry out the following functions:

- Provide administrative assistance for the Twinning project
- Accompany EU experts on field missions within Egypt
- General support to the RTA in terms of office management, record keeping, correspondence, drafting of minutes of meetings
- Drafting and editing of written project materials in Arabic and English.
- Assisting the RTA in identifying, contracting and monitoring commercial translation and interpretation services;
- Supporting the RTA and short-term experts from the MS and other foreign specialists involved in the project in matters related to language problems or other problems due to being and working in a foreign country;
- Provide services of interpretation to meetings between MS and BC short-term experts and translation of documents.

3.5.4 Medium-Term Expert in Component B: Institutional and Administrative Reform

Profile:

The MTE should be a graduate in agriculture, economics, commerce or a related discipline. She/he should have at least 10 years of experience (with at least 5 years at a managerial level) in a governmental phytosanitary administration of an EU MS. She/he must be fluent in written and spoken English language.

Specific professional experience:

Minimum Requirements:

- Previous experience in providing TA to national phytosanitary services (preferably in EU-funded projects);

- Experience in implementation of new methodological and organisational solutions;
- Substantial experience in management in general and managing organisational change processes in particular.

Tasks:

- Advise to CAPQ and stakeholders on institutional and administrative restructuring;
- Advise on the preparation of MoUs with other institutions;
- Advise CAPQ and other stakeholders on the operational management, including the preparation of an operational manual (OP) for CAPQ setting out SOPs for import, export, transit, inspection and certification;
- Work with the RTA and other experts to implement planned activities;
- Assist the RTA in managing the STEs and in drafting ToRs for each STE assignments;
- Submit mission reports to the RTA.

3.5.5 Medium-Term Experts in Component C: Technical Training

Specific professional experience:

Minimum Requirements:

- The MTE should be a graduate in agriculture or a related disciplines;
- At least 10 years of experience (with at least 5 years at a managerial level) in a governmental phytosanitary administration of an EU MS;
- Previous experience in providing TA to national phytosanitary services (preferably in EU-funded projects);
- She/he must have working level of the English language.

Tasks:

- Advise on and provide CAPQ and other stakeholders with training in national surveillance systems;
- Advise on and provide CAPQ with training in relation to component C activities;
- Submit mission reports to the RTA;
- Work with the RTA and the other experts to implement project activities;
- Assist the RTA in managing the STEs and in drafting ToRs for each STE assignment;
- Submit mission reports to the RTA.

3.5.6 Medium-Term Experts in Component D: Information and Communication Technology

Specific professional experience:

Minimum Requirements:

- At least 8 years of experience (with at least 5 years at a managerial level) in a governmental phytosanitary administration of an EU MS;
- Previous experience in providing IT solutions to national phytosanitary services;
- She/he must have working level of the English language.

Tasks:

- Support to develop a TOR for the ICT system of CAPQ to cope with the phytosanitary institutions and/or the Ministry of Agriculture mandated in the MS;
- Carrying out a software-and-equipment-needs assessment and a staff-training-needs assessment;
- Preparing the tender specifications for the ICT Web portals, equipment, software, and training for the operation of the system;
- Developing SOPs for the IT systems. This should be carried out in conjunction with a manual that may be provided by the software and hardware suppliers;
- Assist the RTA in managing the STEs and in drafting ToRs for each STE assignment;
- Submit mission reports to the RTA.

3.5.7 Short-Term Experts

The contribution of each short term expert to project activities must be specified in the Twinning work plan.

Profile:

STEs should be graduates in agriculture or a related discipline, with demonstrable expertise in the specific field in which they will be assigned in the project.

Tasks:

The tasks of STEs will also be set out in the MS proposal during the drafting of the work plan. The RTA and MTEs will draft ToRs for each STE assignment as part of the project implementation.

4. INSTITUTIONAL FRAMEWORK¹⁰

INTRODUCTION

The current institutional structure of phytosanitary controls in Egypt is fragmented. An NPPO has not been formally established in Egypt as required by Article IV of the IPPC. The responsibility for phytosanitary controls and the application of phytosanitary measures against the introduction and spread of harmful organisms are shared by a number of institutions. These are:

- Central Administration of Plant Quarantine (CAPQ)
- Central Administration for Pest Control (CAPC)
- Potato Brown Rot Project (PBRP)
- Plant Protection Research Institute (PPrRI)
- Plant Pathology Research Institute (PPaRI)
- Weed Research Laboratory (WRL)
- Horticulture Research Institute (HRI)

CAPQ is the leading institution for plant quarantine controls. It performs most of the functions of an NPPO, but it has not been legally designated as the NPPO.

CAPQ is the principle direct beneficiary and counterpart of this twinning project. The other key institutions are also secondary beneficiaries in the areas in which they cooperate with

¹⁰ An "Assessment of the Phytosanitary System in Egypt Focusing on the Capacity of the Central Administration of Plant Quarantine" was prepared as part of the preparation of a twinning project for strengthening the Egyptian phytosanitary system. This is available upon request from SAAP.

CAPQ, as they do provide support for the application of phytosanitary controls against the spread of harmful organisms.

CENTRAL ADMINISTRATION OF PLANT QUARANTINE (CAPQ)

The CAPQ is part of the Ministry of Agriculture and Land Reclamation under the Agriculture services and follow-up sector. Ministerial decree No. 1350 of 1997 confirmed CAPQ as the official body responsible for plant quarantine in Egypt.

CAPQ Structure

CAPQ is divided into 5 regional administrations. These are:

- i. General Administration in Cairo Airport and Cargo Village
- ii. General Administration in Cairo and South Valley
- iii. General Administration in Alexandria and West Delta
- iv. General Administration in Port Said and North Sinai
- v. General Administration in Suez and South Sinai

CAPQ employs 712 persons of which 477 persons are agricultural engineers; most of them act as phytosanitary inspectors while the rest are 235 supporting staff.

Operations

CAPQ carries out import control procedures at BIPs. There are a total of 33 inspection locations used for import and export: 8 of them are at airports, 13 are seaports, 4 are dry ports, 7 are land border entry points and 1 post office. The controls are carried out in coordination with the Egyptian Customs Authorities (ECA) and the General Organization for Import and Export Control (GOIEC).

CAPQ's organizational structure does not include a QA department, and quality control procedures are not carried out. There is no quality management system (QMS) in place. SOPs and inspection manuals exist only for potatoes, citrus fruits and wheat. There is no comprehensive operations manual in place.

The information on quarantine pests and their distribution is not updated on a regular basis (which is a responsibility of CAPQ). There are no laboratories or testing facilities at the BIPs or sea ports. If a phytosanitary inspector decides that a laboratory test and diagnosis are necessary, samples are sent to the appropriate research institute laboratories in Cairo for testing.

CAPQ carries out phytosanitary export controls before issuing phytosanitary certificates. The controls are carried out at the BIPs or at the export packing stations. There are 58 potato packing houses and 64 citrus fruit packing houses registered to date.

However, CAPQ does not trace-back from an interception at an export packing station or BIP to the place of production, which limits the efficiency of the procedures aiming at establishing traceability.

CAPQ levies fees for its phytosanitary control procedures at BIPs, but these fees do not cover the real costs of phytosanitary services.

CAPQ is not responsible for national surveillance. National surveys are carried out by the PPaRI and the PPrRI. The PBRP, WRL and DPRL also carry out surveys in their areas of interest. Local monitoring is carried out by the CAPC.

Close coordination between CAPQ and other parties which carry out national surveys exist through official meetings and communications, but this relationship needs to be specified in bilateral memoranda of understanding to specify the roles, tasks and type of cooperation between the parties.

National surveillance in most countries is a responsibility of the NPPO. It provides critical information to the NPPO to determine the success of control procedures and to identify new threats.

Human Resources and Training

CAPQ does not prepare annual training plan. Training is organized on an *ad-hoc* basis, depending on the resources and training programmes provided by the FAO, EU and other donors. CAPQ does not have a person responsible for planning and organizing the training for its staff.

Infrastructure

The CAPQ's physical infrastructure for inspection at BIPs and export packing stations is adequate for purpose, but it could be improved to increase the efficiency and effectiveness of operational procedures. There are no small plant health laboratories at BIPs for inspection and diagnosis of pests and harmful organisms. This is contrary to best practices in the EU and other IPPC Members. CAPQ's communication network is inadequate.

The research laboratories that provide testing and diagnostic services to the CAPQ are well equipped for purpose.

The upgrading of CAPQ's infrastructure and equipment is constrained by the limited financial resources.

CENTRAL ADMINISTRATION FOR PEST CONTROL (CAPC)

The CAPC is responsible for monitoring and eradication of harmful organisms. It reports to the Agricultural Extension Sector in the MoALR. It has three General Directorates:

- I. General Directorate for Pest Control
- II. General Directorate for Control of Locust
- III. General Directorate for Control of Rodents

POTATO BROWN ROT PROJECT (PBRP)

This project is a governmental institution under the supervision of Agricultural Research Center (ARC). The PBRP is responsible for the establishment and maintenance of areas free of potato brown rot; inspection; sampling; and laboratory analysis of potato crops for export and imported seed potatoes.

PLANT PROTECTION RESEARCH INSTITUTE (PPRI)

The PPrRI is affiliated to the ARC. The PPrRI provides laboratory pest inspection, as well as testing and diagnostic services, to CAPQ. The PPrRI laboratories are well equipped for this purpose.

PLANT PATHOLOGY RESEARCH INSTITUTE (PPARI)

The PPaRI is affiliated to the ARC. The PPaRI provides laboratory plant disease inspection, as well as testing and diagnostic services, to CAPQ. The PPaRI laboratories are well equipped for this purpose.

WEED RESEARCH LABORATORY (WRL)

The WRL is affiliated to the ARC. The WRL takes preventive measures against the introduction of weeds into the territory of Egypt. It carries out weed control and weed eradication measures. The WRL works closely with CAPQ in applying phytosanitary controls on imported grains and seeds. CAPQ cooperated with the WRL in carrying out PRAs of quarantine weeds in imported grains and seeds.

HORTICULTURE RESEARCH INSTITUTE (HRI)

The HRI is affiliated to the ARC. The Date Palm Research Laboratory (DPRL) belongs to the HRI. It cooperates with CAPQ in phytosanitary controls of palms intended for export.

SANITARY AND PHYTOSANITARY COMMITTEE (SPSC)

Re-structured by Ministerial Decree no. 1606 of 2011 to propose and follow-up sanitary and phytosanitary conditions in Egypt, and coordinate with relevant national and international bodies in this regard and to ensure the safety of agricultural products during the production stages. It gathers all relevant authorities and private sector organizations.

REGULATORY FRAMEWORK

The legal basis of CAPQ to act as an NPPO and as a single authority to coordinate the application of phytosanitary measures against the introduction and spread of harmful organisms needs to be established. Similarly, there are a number of gaps between the Egyptian phytosanitary regulatory framework and the EU phytosanitary regulatory framework, and these gaps should be addressed to improve competitive access to EU and other export markets and to remove potential barriers to trade.

5. BUDGET

The total budget for the twinning project is 1,500,000 EURO

6. IMPLEMENTATION ARRANGEMENTS

6.1 Implementing Agency Responsible For Tendering, Contracting and Accounting:

The PAO is in charge of the coordination of all the activities and administrative management of the Support to the Association Agreement Programme (SAAP). The PAO will be the responsible institution for the management of this twinning project. It will manage the tenders, contracts and payments of this project.

Contact person at the PAO:

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Title: Project Manager

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E-mail: hassan.mostafa@ee-aa.net

6.2 MAIN COUNTERPART IN THE BENEFICIARY COUNTRY

Ministry of Agriculture and Land Reclamation, Central Administration of Plant Quarantine

Address: 1 Nadi Al-Said St., Dokki, Giza, Egypt.

The BC Project Leader is:

Name: Dr. Ali Soliman (TBC)

Title: Head of Central Administration of Plant Quarantine (CAPQ)

Tel: + 202 37 60 85 75 – 33 35 16 25

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The RTA Counterpart is:

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Title: Plant Quarantine Expert

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6.3 CONTRACTS

It is expected that the PAO will provide funding in separate contracts to fund the following aspects:

- i. Supply of necessary equipments for the establishment of a training centre in CAPQ; The proposed training programmes under Component C should take place in this training facility.
- ii. Supply of inspection equipment, microscopes and basic equipment for pest identification for use in small laboratory facilities at BIPs. This is necessary to improve efficiency at the BIPs and to increase the effectiveness and sustainability of the training programmes proposed under Component C.
- iii. Supply of ICT software and hardware to support the implementation of an ICT system linking CAPQ, the regional directorates, BIPs and diagnostic laboratories. This proposed procurement is necessary to support the implementation and operation of activities under Component D.

The BC will make available for the project team a smart office and equipment (including computers, internet access, telephone, fax, photocopier, etc.) for the RTA, RTA Counterpart, RTA Assistant, MTEs and STEs within CAPQ premises and close to the BC Project Leader.

7. INDICATIVE IMPLEMENTATION SCHEDULE

7.1 Launching of the call for proposals:	April 2012
7.2 Start of project activities:	2nd January 2013
7.3 Project completion:	30 June 2015
7.4 Duration of the execution period:	33 months (including 3 months closure)

8. SUSTAINABILITY

Sufficient commitment exists to ensure that the required resources (financial, staff) are mobilised in the twinning project. Also, sufficient political will exists to create the best possible conditions for drafting and adoption of the relevant legislation. This will help ensure the sustainability of the results.

It is expected that the twinning project will work closely with CAPQ PL, in cooperation with the management and staff of CAPQ and the other beneficiaries to ensure that CAPQ and the other beneficiaries have a clear sense of ownership of the project. This will help ensure the sustainability of the results.

The establishment of a legal basis for CAPQ as an NPPO with responsibility as a single authority for effective coordination of the application of phytosanitary measures will strengthen the sustainability of the project outcomes. The administrative restructuring of CAPQ will also contribute to sustainability.

The MoALR is expected to increase the operational budget of CAPQ, where necessary, to cover for the future maintenance and operating costs of the ICT system. This will ensure the sustainability of the ICT system. CAPQ is also expected to have sufficient funds finance the increase in staff necessitated by the outcome of this project. This in turn ensures the sustainability of these outcomes.

The procurement of supplies under Section 6.3 will contribute to the achievement of the project purposes and ensure the sustainability of the project results.

9. CROSS-CUTTING ISSUES

Implementation of the project will have no adverse effect on the environment. On the contrary, a more effective national surveillance management should reduce the risk of pest outbreaks and reduce potential crop damage, which will contribute to a better and more stable environment.

The project will seek to ensure that there is equal treatment accorded to male and female staff in CAPQ and the other stakeholders participating in the project activities and training programmes.

The main criteria for staff recruitment will be appropriate qualifications and experience in similar projects, not sex or age. Both men and women will have equal opportunities and salaries.

10. CONDITIONALITY AND SEQUENCING

10.1 CONDITIONALITY

It is crucial to the success of the twinning project that CAPQ and other beneficiaries and stakeholders be committed to implementing the recommendations agreed upon with the project team. It is recognized that the project implementation will result in some changes in the structure, functions and procedures of CAPQ and other stakeholders, and that some of these changes may be difficult to manage. These changes are, however, necessary to achieve the targeted results, purposes and overall objective of the project.

It is important that CAPQ and other beneficiaries and stakeholders recognize that the changes resulting from the twinning project itself are part of a process of continuing improvement toward increasing the operational efficiency and effectiveness of the Egyptian phytosanitary system in line with international norms and best practices. This process is also important to ensure continued access to export markets; ensure consumer confidence in the quality of Egyptian products of plant origin; maintain a high degree of protection for Egyptian agricultural production; and strengthen food security.

Finally, it is also important that individual staff members at all levels understand that it is their responsibility to ensure the quality of their work. In this regard, the GoE needs to ensure that the staff pay structure is commensurate with the qualifications and skills required of the staff.

10.2 SEQUENCING

The completion date for each activity is proposed in the logframe matrix and in the indicative implementation chart (Annexes 1 and 2). Some activities are dependent upon the completion of other activities in the same component or in another component. For example, it is necessary that the drafting of a regulation creating a legal basis for CAPQ as an NPPO under Activity 1 be completed before the plan for restructuring CAPQ under Activity B1. The same applies to Activity B2.

Similarly, where sundries and supplies need to be procured to facilitate training, the procurement must take place before the training (See Activities C4 and C9). D1 must also take place before D2, as the purpose of the fact-finding mission is to provide input into the design of the ICT system and customize it to meet CAPQ's needs.

11. LIST OF ANNEXES TO THE PROJECT FICHE

Annex 1: Logical Framework Matrix

Annex 2: Indicative Implementation Schedule

ANNEX 1 LOGICAL FRAMEWORK MATRIX

Overall Objective	Objectively Verifiable Indicators (OVIs)	Sources of Verification	Assumptions & Risks
To contribute to a strengthened Egyptian plant quarantine and plant protection controls in line with the EU Acquis and international best practices.	<ul style="list-style-type: none"> • Increase in exports of agricultural produce of plant origin. • Increased access to EU markets. • Increase in productivity of agricultural sector: on farm and exporters of agricultural produce of plant origin. • Plant quarantine in Egypt complies with EU Acquis and international best practices. 	<ul style="list-style-type: none"> • Egypt Central Agency for Public Mobilization and Statistics (CAPMAS) • International Trade Centre (ITC) • Eurostat 	<p>Assumptions</p> <ul style="list-style-type: none"> • Sustainable economic development of fruit & vegetable sector. • GoE supports changes to regulatory framework and changes to legal status of CAPQ. <p>Risks</p> <ul style="list-style-type: none"> • Economic slowdown. • GoE does not support regulatory or institutional changes.
Project Purposes	Objectively Verifiable Indicators (OVIs)	Sources of Verification	
Improved legal framework, organizational structure and technical capacity for the Central Administration of Plant Quarantine (CAPQ) to act as the National Plant Protection Organization (NPPO) in accordance with the EU and international best practices; and support the efforts of strengthening the capacity of the private sector producers to carry out safety measures during the production chain.	See Activities section for each component below.		
Component A: Legal Reform Results	Objectively Verifiable Indicators (OVIs)	Sources of Verification	Assumptions & Risks
<ol style="list-style-type: none"> 1. The legal basis for CAPQ to act as an NPPO and as a single authority responsible of coordinating, strengthening, and carrying out national phytosanitary controls, applying phytosanitary measures against the introduction and spread of harmful organisms, is established. 2. The regulatory framework for the application of phytosanitary controls against the introduction and spread of harmful 	See Activities section below.		

<p>organisms is harmonized with EU <i>Acquis</i>.</p> <p>3. The regulatory framework for Sanitary and Phytosanitary Committee for monitoring the application of contaminants and quality controls during the plant production is created.</p>			
Component A: Activities	Quantifiable Indicator	Source of verification	Assumptions & Risks
<p>A1. Drafting a ministerial decree that creates a clear legal basis for CAPQ to act as the NPPO and act as single authority.</p>	<ul style="list-style-type: none"> • Completion date: end of month 6 (Completion of A1 enables completion of Activity B1 & B2 by the end of month 9). • Regulation adopted. 	<p>Copy or regulations issued as MoALR decrees.</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Proactive cooperation by CAPQ. • Supported by Minister of Agriculture. • Actively supported by PLs. • No delay in adopting regulations. <p>Risks</p> <ul style="list-style-type: none"> • Delay in adopting new or amended regulations. • GoE or MoALR or parliament does not support the establishment of the NPPO as an affiliate to the MoALR.
<p>A2. Preparing a work plan for the approximation of the Egyptian regulatory framework to the EU regulatory framework, SPS Agreement and IPPC standards.</p>	<ul style="list-style-type: none"> • Completion date is end of month 6. • Adoption of regulations and or amendments. 	<p>Copy or regulations issued as MoALR decrees.</p>	
<p>A3. Drafting a new legislation on plant quarantine or amending the current legislation.</p>	<ul style="list-style-type: none"> • Draft legislation prepared. 	<p>Copy of draft legislation.</p>	
<p>A4. Advocating the need for adopting the new regulations and legislation in MoLAR and other rule making bodies.</p>	<ul style="list-style-type: none"> • At least 3 meetings with legislators and stakeholders. • Completion: End of month 9 	<p>Project interim quarterly reports.</p>	
<p>A5. Drafting a new legislation to be supervised by Sanitary and Phytosanitary Committee to control the plant production giving a particular interest to contaminants and quality control.</p>	<ul style="list-style-type: none"> • Draft legislation prepared. 	<p>Copy of draft legislation.</p>	
Component B: Institutional & Administrative Reform Results	Objectively Verifiable Indicators (OVIs)	Sources of Verification	Assumptions & Risks
<p>1. CAPQ is restructured as the NPPO and as a single authority with the responsibility for applying plant quarantine procedures and phytosanitary measures against the introduction and spread of harmful organisms.</p> <p>2. CAPQ's strategic and operational planning for plant quarantine and the application of phytosanitary measures against the</p>	<p>See Activities section below.</p>		

<p>introduction and spread of harmful organisms are developed.</p> <p>3. A CAPQ operational manual setting out the standard operating procedures (SOPs) for import, export, transit, inspection and certification is prepared in conformity with the ISO 17020 Quality Management Scheme requirements.</p> <p>4. CAPQ's managerial, operational and administrative capacities are strengthened.</p> <p>5. An action plan to work to work with the private sector to disseminate best practices and self-checks is developed.</p>			
Component B: Activities	Quantifiable Indicator	Sources of verification	Assumptions & Risks
<p>B1. Preparing a plan for restructuring CAPQ as the NPPO and as a single authority, in consultation with relevant stakeholders in the Egyptian phytosanitary system, and assisting CAPQ in implementing the plan.</p>	<ul style="list-style-type: none"> • Completion: End of month 9 • Plan is completed. • Approval of plan by CAPQ Management and other phytosanitary institutions. 	<ul style="list-style-type: none"> • Copy of plan. • Copy of approval document by other phytosanitary institutions. 	<ul style="list-style-type: none"> • Proactive engagement by CAPQ and other institutions. Activity A1 will be completed on schedule. • Other institutions wish to cooperate.
<p>B2. Preparing memoranda of understanding (MoU) with other institutions in the Egyptian phytosanitary system in order to coordinate the application of measures against the introduction and spread of harmful organisms.</p>	<ul style="list-style-type: none"> • 6 MOU's (because 6 institutions). • Quality policy. 	<p>Copy of MOUs</p>	<ul style="list-style-type: none"> • Engagement by CAPQ; adoption of business plan by CAPQ • CAPQ has resources to staff and equip QA Department.
<p>B3. Preparing a quality policy document and a five-year strategic plan to guide current CAPQ operations and development for the future.</p>	<ul style="list-style-type: none"> • (Assistance to implement plan will be ongoing). 	<p>Copy of quality document.</p>	<ul style="list-style-type: none"> • CAPQ management available to participate.
<p>B4. Supporting the establishment of a Quality Assurance (QA) Department in CAPQ for auditing purposes.</p>	<ul style="list-style-type: none"> • Plan is completed Completion: End of month 12. 	<p>copy of plan</p>	<ul style="list-style-type: none"> • Active participation by CAPQ management and staff.
<p>B5. Arranging two study tours for 5 working days to the Twinning partner member state.</p>	<ul style="list-style-type: none"> • 14 persons have participated. • Completion: End of month 22. 	<ul style="list-style-type: none"> • Study tours reports • Project reports. 	<p>Risks</p>
<p>B6. Preparing a CAPQ operational manual setting out the SOPs of import, export, transit, inspection, and certification.</p>	<ul style="list-style-type: none"> • Inspection manual. • Completion: End of month 14. 	<p>Copy of inspection manual.</p>	<ul style="list-style-type: none"> • Dependent on completion of Activity A1.
<p>B7. Drawing up performance parameters for laboratory testing and diagnostic services, including the testing methodologies and diagnostic protocols and setting minimum requirements for the delivery of such services.</p>	<ul style="list-style-type: none"> • Performance parameters for laboratory testing; diagnostic services etc in all areas covered by CAPQ activities. 	<p>Copy of parameters.</p>	<ul style="list-style-type: none"> • A delay in A1 will delay completion of this activity.
<p>B8. Drawing up performance parameters for other services-</p>		<p>Copy of parameters.</p>	<ul style="list-style-type: none"> • Lack of cooperation and engagement by other institution.

such as surveys of harmful organisms, fumigations and other quarantine treatments and setting minimum requirements for the delivery of these services by CAPQ staff or private sector service providers.	<ul style="list-style-type: none"> • Performance parameters for service. • Completion: End of month 16 		<ul style="list-style-type: none"> • Resources are not available to CAPQ to set up QA.
B9. Drawing up a new fee structure based on the real costs of phytosanitary services.	<ul style="list-style-type: none"> • Revised fee structure • Completion: End of month 6 	Copy of fee structure.	
B10. Preparing a contingency plan for early detection and response to invasive species.	<ul style="list-style-type: none"> • Contingency plan • Completion: End of month 17 	Copy of plan.	
B11. Preparing an annual plan for carrying out national surveys and guidelines for the establishment and maintenance of Pest-Free Areas (PFAs) and pest free places of production.	<ul style="list-style-type: none"> • Annual plan • Completion: End of month 18 	Copy of plan and guidelines.	
B12. Drawing up inspection and sampling procedures based on the International Standards for Phytosanitary Measures (ISPMs) and Pest Risk Analysis (PRA).	<ul style="list-style-type: none"> • At least 10 inspection manuals completed. 5 procedures /manuals by end of month 12. 	Copy of manuals.	
B13. Developing additional technical manuals for the inspection of commodities and diagnosis of harmful organisms.	<ul style="list-style-type: none"> • 10 procedures/manuals by end of month 20 		
B14. Updating the lists of quarantine pests and the list of regulated articles.	<ul style="list-style-type: none"> • Updated list, ongoing; • 1st by end of month 10. 	<ul style="list-style-type: none"> • Copy of updated list. • CAPQ report on pest status of country. 	
B15. Developing a work plan to act with the private sector to disseminate best practices and self-check in order to establish a production chain-oriented strategy that includes the private sector.	Draft work plan	<ul style="list-style-type: none"> • Copy of work plan 	
Component C: Technical Training Results	Quantifiable Indicator	Sources of verification	Assumptions & Risks
The technical capacity of managers, inspectors, and laboratory staff is strengthened to meet the IPPC, ISO requirements and other international and EU best practices.	See Activities section below		
Component C: Activities	Quantifiable Indicators	Sources of verification	Assumptions & Risks
C1. Preparing and implementing a training programme for managers and relevant staff in the following areas: IPPC standards, SPS Agreement, and the regulatory phytosanitary requirements of Egypt's main trading partners;	<ul style="list-style-type: none"> • 3 x 2 days workshops for 20/30 persons. • 1st end of month 8 • 2nd end of month 16 	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. 	<p>CAPQ and other stakeholder staff will be available to attend workshops</p> <p>Testing laboratory staff will be</p>

	<ul style="list-style-type: none"> • 3rd end of month 24 	<ul style="list-style-type: none"> • Project Interim quarterly report. 	<p>available to participate in training and will have necessary equipment, Consumables and other sundry items necessary for training will be purchased before training commences</p> <p>Risks</p> <p>Testing laboratory staff is available to participate in training; equipment is inadequate.</p>
C2. Preparing and implementing a training programme for managers and relevant staff in the following areas: national surveillance, detection and monitoring of harmful organisms, and establishment of PFAs and pest free places of production ;	<ul style="list-style-type: none"> • 3 x 3 days workshops for 20/30 persons attending. • 1st end of month 8 • 2nd end of month 16 • 3rd end of month 24 	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	
C3. Preparing and implementing training programmes for all phytosanitary inspectors at BIPs on the following subjects: statistical and non-statistical sampling procedures; inspection and pest identification using taxonomic keys; phytosanitary treatments; administrative procedures; post-entry quarantine; and phytosanitary certification. The training materials should include a manual of taxonomic keys customized for Egypt.	<ul style="list-style-type: none"> • 3 x 5 days workshops for 50 persons. • 1st end of month 8 • 2nd end of month 16 • 3rd end of month 24 • Taxonomic keys manual. 	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	
C4. Identifying laboratory equipment, including microscopes and supplies, to facilitate the training planned under C3.	Equipment and supplies to be available by end month 7 to enable C3 to start.	<ul style="list-style-type: none"> • Purchase invoices. • Copy of provisional acceptance notice. • Visual inspection 	
C5. Preparing and implementing training programmes for the phytosanitary inspectors involved in phytosanitary controls at places of production on the following subjects: sampling; sample preparation; inspection at places of production; diagnosis of diseases and pests; implementation of specific systems of monitoring/surveillance for detecting pests and identifying the distribution of harmful organisms; and PFAs and pest free places of production.	<ul style="list-style-type: none"> • 10 x 5 day workshops in total, 1 in each of 5 directorates per annum, for 30 persons. • Start date Month 3, Finish date Month 27 • 5 workshops completed in 1st year; 10 in the 2nd year 	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	
C6. Preparing and implementing training programmes for border phytosanitary inspectors in the following areas: application of the legislation and quality assurance (QA) system.	<ul style="list-style-type: none"> • 3 x 2 days workshops with 20/30 persons attending. • Finish date Month 25 • 1 workshop completed in 1st year; 2 in the 2nd year 	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	

C7. Carrying out training-needs assessment in the areas of testing methodologies and diagnostic protocols of the research laboratories providing services to CAPQ	<ul style="list-style-type: none"> • Assessment report. • Completion: End of month 8 	<ul style="list-style-type: none"> • Copy of assessment report • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	
C8. Preparing and implementing on-the-job training programme based on C7.	<ul style="list-style-type: none"> • 4 hands-on training programmes of 15 days each. • Begin at end of month 10. • Finish at end of month 15. 	<ul style="list-style-type: none"> • Purchase invoices. • Copy of provisional acceptance notice. 	
C9. Identifying the training consumables and other sundry items necessary for the training to be carried out under C8.	Consumables and other sundry items are procured by end of month 9 to enable C8 to start	<ul style="list-style-type: none"> • Copies of training materials. • Presentations. • Evaluation reports. • Project Interim quarterly report. 	
C10. Preparing and implementing awareness rising sessions for private sector organizations to upgrade their professional practices in the field of phytosanitary and contaminants control during the production and packing stages. (Do and don't tips) is recommended approach to use with agriculture producers.	•3 x 2 days workshops with 20/30 persons attending.		
Component D: Information and Communication Technology (ICT) Results	Quantifiable Indicator	Sources of verification	Assumptions & Risks
An integrated Internet-enabled system based on an interactive web portal linking CAPQ headquarters, regional directorates, border inspection posts (BIPs) and diagnostic laboratories are in place.	See Activities section below.		
Component D: Activities	Quantifiable Indicator	Source of Verification	Assumptions & Risks
D1. Support to develop a TOR for the ICT system of CAPQ to cope with the phytosanitary institutions and/or the Ministry of Agriculture mandated in the MS.	<ul style="list-style-type: none"> • Completion by end of month 2. • D1 to be completed before starting D2. 	Copy of mission reports	Assumptions: <ul style="list-style-type: none"> • Activity D1 must be completed before D2 as the CAPQ staff who

<p>D2. Carrying out a software-and-equipment-needs assessment and a staff-training-needs assessment to:</p> <ul style="list-style-type: none"> i. Establish and operate an integrated Internet-enabled ICT system based on an interactive Web portal for CAPQ. ii. Establish and operate an electronic system for phytosanitary certification. iii. Establish and operate an electronic system for a central register of all producers, importers and exporters of plants and plant products. 	<ul style="list-style-type: none"> • D2 completion by end of month 5. 	<p>Copy of assessment reports</p>	<p>participates in D1 is required to provide input to D2.</p> <ul style="list-style-type: none"> • CAPQ HQ, Directorates and BIPs are equipped with computers and have access to broadband internet. • The PAO will procure software and equipment for the establishment of web-based portal as basis for IT communication system. <p>Risks</p> <ul style="list-style-type: none"> • Assumptions are incorrect.
<p>D3. Preparing the tender specifications for the ICT Web portals, equipment, software, and training for the operation of the system, as well as the software and equipment for the electronic certification system and electronic register of producers, importers and exporters.</p>	<p>Completion: by end of Month 10.</p>	<p>Copy of tender documents</p>	
<p>D4. Based on the information sharing concept, prepare a TOR to determine the basic parameters of an electronic application that enables CAPQ to provide web-based services to producers like issuance of certification register services.</p>	<p>IC Completion end month 12 Equipment installed and operating</p>	<p>Copy of TOR document</p>	
<p>D5. Developing SOPs for the IT systems. This should be carried out in conjunction with a manual that may be provided by the software and hardware suppliers.</p>	<ul style="list-style-type: none"> • Completion: by end of month 14. • Copy of SOPs. 	<ul style="list-style-type: none"> • Project Interim quarterly report. • Copies of manuals/SOPs. 	
<p>D6. Preparing and implementing a training programme for D2 (ii) and (iii) to operate the system at the CAPQ HQ and other locations.</p>	<ul style="list-style-type: none"> • Completion: by end of month 16. • 2-4 staff trained 	<p>Copy of training materials</p>	

ANNEX 2 DETAILED IMPLEMENTATION CHART

Year	2013												2014												2015					
Month (30 months)	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Component 0																														
Kick off Meeting	x																													
Steering Committee meetings			x			x			x			x			x			x			x			x			x			x
Monthly Meetings	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Wrap up meeting																														x
Component A Legal Reform																														
A1. Drafting a ministerial decree						x																								
A2. Preparing a work plan			x																											
A3. Drafting a new legislation						x																								
A4. Advocating the need...										x																				
A5 Draft a new legislation			x		x		x		x																					
Component B Institutional & Administrative Reform																														
B1. Prepare restructuring plan...									x	x	x	x	x	x	x	x	x	x	x	x	x	x	x							
B2. Prepare MoU									x																					
B3. Prepare quality policy, strategic plan									x																					
B4. Supporting the establishment of a Quality Assurance (QA)															x															
B5. Two study tours for 5 working days										x												x								
B6. Prepare CAPQ operational manual															x															
B7. Draw up performance parameters																	x													
B8. Draw up performance parameters																	x													
B9. Draw up a new fee structure						x																								
B10. Prepare a contingency plan																	x													

Year	2013												2014												2015																				
Month (30 months)	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J															
B11. Draw up national surveys plan & PFAs																															x														
B12. Draw up Inspection procedures															x																														
B13. Develop technical manuals															x																														
B14. Update the lists of quarantine pests										x																																			
B15. Developing and implementing an action plan to act with the private sector																																													
Component C Technical Training																																													
C1. Training: management/staff																																													
C2. Training: management/staff																																													
C3. Training: all inspectors																																													
C4. Identifying labs equipment																																													
C5. Training: all inspectors																																													
C6. Training: all inspectors																																													
C7. Needs assessment																																													
C8. Training based on C7																																													
C9. Procure consumables for C8																																													
C10. Awareness rising sessions for private sector																																													
Component D ICT																																													
D1. Support to develop a TOR for the ICT system																																													
D2. IT needs assessment																																													
D3. Preparing the tender specifications for the ICT Web portals																																													
D4. Prepare a ToR for web application																																													

Year	2013												2014												2015					
Month (30 months)	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
D5. Developing SOPs for the IT systems														x																
D6. Preparing and implementing a training programme.																x														
Closing ceremony																														x

Note: x denotes completion date.