

付 属 資 料

収集資料リスト(資料は中近東・欧州課にて保管)

1. List of Documents Collected Prior to the Field Survey (English Edition)

Ref.No.	Title	Document type	Issued at	Issued on
1	Multi Donor Review of SFD: Draft Final report	Report	Development Assistance Group	2000.3
2(省略)	Policy Based Finance: The Experience of Postwar Japan	Report	World Bank	1994.3
3(省略)	Small and Medium-Size Enterprise Support Policies in Japan	Report	World Bank	1994.12
4(省略)	Policy-Based Finance, Financial Regulation, and Financial Sector Development in Japan	Report	World Bank	1995.4
5	Staff Appraisal Report: Social Fund Project	Report	World Bank	1991.5
6	Staff Appraisal Report: Second Social Fund Project	Report	World Bank	1996.5
7(省略)	Making Microfinance Work in the Middle East and North Africa	Report	World Bank	1998.12
8(省略)	Country Economic Memorandum	Report	World Bank	1997.3
9	Egypt in the Global Economy	Report	World Bank	1998.3
10	Project Appraisal Documents: Third Social Fund for Development Project	Report	World Bank	1999.5
11	Social Fund II, III and the Netherlands Trust Fund Supervision	Report	World Bank	2000.7
12	Nonfarm Income, Inequality, and Poverty in Rural Egypt and Jordan	Report	World Bank	2001.3
13	Egypt:Country Assistance Strategy	Report	World Bank	2001.6
14	Egypt: Social and Structural Review	Report	World Bank	2001.6
15	Staff Report for the 2000 Article IV Consultation	Report	IMF	2000.7
16	Country Profile 2000	Report	Economic Intelligence Unit	
17	Country Report	Report	Economic Intelligence Unit	2000.11
18	Commercial Banking and Microfinance in Egypt: National Bank for Development	Report	UNDP	1999.12
19	Draft Report: Financial Reform for Small Business Development in Egypt	Report	Nathan Associates Inc./USAID	1997.12
20	USAID/Egypt Strategic Plan FY 2000-2009	Report	USAID	2000.2
21	USAID Status Report 2000	Report	USAID	
22	Development Cooperation	Booklet	Arab Republic of Egypt and Federal Republic of Germany	2001
23	Small & Medium Business Support Project	Seminar Material	CIDA	2000.3
24	Poverty Alleviation and Employment Generation Program in Giza and Menia Governorates, Achievements and Future Plan	Seminar Material	Government of Italy	2000.11
25	Egypt:Country/Sector Report	Report	OPMAC/Japan Bank for International Cooperation	2001.7
26	Five Year Development Plan 1997/98-2002/03	Report	Government of Egypt	
27	Egypt and 21st Century: Vision 2017	Report	Government of Egypt	
28	Statistical Yearbook	Statistical Book	CAPMAS	2000.6
29	State Information Service: SIS Yearbook 2000	URL page	State Information Service	

Ref.No.	Title	Document type	Issued at	Issued on
30	A Draft National Policy on Small and Medium Enterprise Development Plan	Report	Ministry of Economy	1998.6
31	Quarterly Economic Digest: 2000.10-12	Quarterly Publication	Trade	
32	Monthly Economic Digest: 2001.5	Monthly Publication	Trade	
33	Central Bank of Egypt: Annual Report 1999/2000	Annual Publication	Central Bank of Egypt	
34	Bank of Alexandria: Annual Report 1998	Annual Publication	Bank of Alexandria	
35	National Bank of Egypt: Annual Report 1996/97	Annual Publication	National Bank of Egypt	
36	Towards Full Employment: Egypt into the 21st Century	Publication	Studies	1997.12
37	Islamic Financing in Egypt	Publication	Studies	1997.10
38	The Business Environment in Egypt	Publication	Studies	1998.11
39	Monetary Policy and Financial Sector Reform in Egypt: The Record and the Challenges Ahead	Publication	Egyptian Center for Economic Studies	2001.1
40	Institutions, Regulation and Development	Publication	Studies	2001.2
41	Trade Policies for Rapid Development	Publication	Studies	1997.9
42	The International Dimension of Regulatory Reform: With Applications to Egypt Business Environment in Egypt	Publication	Egyptian Center for Economic Studies	1997.10
43	Corporate Tax and Investment	Publication	Studies	1999.2
44	Egypt's Economic Reform and Structural Adjustment	Publication	Studies	1997.10
45	Social Fund for Development: Annual Report 2000	Annual Publication	Social Fund for Development	
46	Social Fund for Development: Financial Statements 1997, 1998, and 1999	Internal Documents		
47	Social Funds for Development: EDP Impact Assessment	Report	Middle East Research & Consultancy/SFD	1999.3
48	The Advisability of Concluding a Concessionary Loan Agreement with the Government of Japan	Report	Techno-Economics Inc/SFD	1999.5
49	Interest Rate Study	Report	Hassan Abdalla/SFD	2000.9
50	Answer Documents to OECF Questionnaire	Internal Documents	Social Fund for Development/OECF	1999.10
51	Draft General Framework Agreement with Financial Intermediaries	Internal Documents	Social Fund for Development/OECF	
52	Criteria for Selection of Clients	Internal Documents	Social Fund for Development/OECF	
53	Specimen of Loan Contract	Internal Documents	Social Fund for Development/OECF	
54	Decree No. 434 of 1999		President Mubarak	1999.1
55	SEDO/SFD Definition for Micro and Small Business	Internal Documents	Social Fund for Development/OECF	
56	Norms of Field Officer Performance	Internal Documents	Social Fund for Development/OECF	
57	Insurance Cooperative Society of Small Enterprises	Internal Documents	Social Fund for Development	
58	Incubators Program in Egypt	Internal Documents	Social Fund for Development	
59(省略)	Draft Manual: Financial Management and Internal Control Policies	Internal Documents	Social Fund for Development	
60(省略)	Draft manual: SEDO Reports and Listings	Internal Documents	Social Fund for Development	

Ref.No.	Title	Document type	Issued at	Issued on
61(省略)	Draft manual: Accounts Payables	Internal Documents	Social Fund for Development	
62(省略)	Draft manual: Account Receivables	Internal Documents	Social Fund for Development	
63(省略)	Draft Manual: Financial Management Procedures Manual	Internal Documents	Social Fund for Development	
64(省略)	Draft Manual: Credit Risk Manual	Internal Documents	Social Fund for Development	
65(省略)	Draft Manual: Internal Audit and Control Manual	Internal Documents	Social Fund for Development	
66(省略)	Draft Manual: Management Information System	Internal Documents	Social Fund for Development	
67(省略)	Road Atlas of Egypt	Booklet	Automobile Association	1996
68(省略)	Map of Egypt 1:1,000,000			

2. List of Documents Collected during Field Survey (English Edition)

Ref.No.	Title	Document type	Issued at	Issued on
1	Organization Chart of SFD	Internal Documents	SFD	
2	Organization Chart of SEDO	Internal Documents	SEDO	
3	Social Fund Programs	Seminar Material	SEDO (Ismailia Regional Office)	
4	Audited Financial Statements 2000	Report	SEDO	
5	SFD's Organization Chart (with SFD Request for Technical Assistance)	Internal Documents	Social Fund for Development	
6	JOB FUNCTIONS, DESCRIPTIONS AND QUALIFICATIONS	Internal Documents	SEDO	
7	Organization Chart Ismailia Regional Office	Internal Documents	SEDO (Ismailia Regional Office)	
8	JOB DESCRIPTION Field Officer (Pioneer)	Internal Documents	SEDO	
9	AREA EXECUTIVE and FIELD OFFOCER	Internal Documents	SEDO	
10	Area executive tasks and Field Officer's tasks	Internal Documents	SEDO	
11	Major Findings of Training Need Assessment (TNA) for FO's, AE's and ZC's	Internal Documents	SEDO	
12	Technical Questionair for Industrial Projects	Internal Documents (Arabic)	SFD(Technology Support Center)	
13	CAPMAS/CENSUS	Report	CAPMAS	1997
14	Candidate List of Local Consultants	Internal Documents	SEDO	2002.2
15	BUSINESS SERVICES PILOT SCHEME INTERVIEW FORMAT FOR PROBLEMS & CONSTRAINTS	Internal Documents	SEDO	1997/10
16	Field Officer's Nanauls	Internal Documents	SEDO	
	General Instructions on Loans	Internal Documents	SEDO	
	Sales Tool Kit	Internal Documents	SEDO	
	Manual of Feasibility Study	Internal Documents	SEDO	
	Business Plan Format "Data on Beneficiary"	Internal Documents	SEDO	
	Format of Project Identification "General Data on Project"	Internal Documents	SEDO	
	Market Study	Internal Documents	SEDO	
	Field Officer's Guide to the Follow-up of Small Sized Projects	Internal Document	SEDO	
17	ENTERPRISE DEVELOPMENT PROGRAM APPLICATION FOR FEASIBILITY STUDY	Application Format	Social Fund for Development	
18	The Network of Egyptian Small Business Development Centers, ESBDC's	Seminar Material	SEDO	
19	Cooperative Insurance Society of Small Enterprises (CIS)	Internal Documents	Social Fund for Development	
20	MANAGEMENT INFORMATION SYSTEM (MIS)	Seminar Material	SEDO	
21	SEDO Business Cycle	Seminar Material	SEDO	2000.2
22	Disbursement to clients vs Activities (Total)	Report	SEDO	

	Title	Document type	Issued at	Issued on
23	Disbursement to clients vs Activities (Port Said)	Report	SEDO	
24	Disbursement to clients vs Activities (Ismailia)	Report	SEDO	
25	Disbursement to clients vs Activities (Suez)	Report	SEDO	
26(省略)	Technical & Economic Study for a Project for Workshop producing Mechanical Kids Toys	Report (Arabic)	Design & Technical Development Center	1996.10
27(省略)	Patent Gazette	Publication (Arabic)	Ministry of State for Scientific Research, Patent Office	
28	Social Fund for Development	Brochure	Social Fund for Development	
29	Mission and Objectives	Booklet	Social Fund for Development	
30	Small Enterprise Development Organization (SEDO)	Booklet	Social Fund for Development	
31(省略)	The Organization for Reconstruction and Development of the Egyptian Village	Booklet	Ministry of Rural Development	
32	DAG Position Paper on Social Development in Egypt	Meeting Material	Donor Assistance Group	2001.12
33(省略)	NBE CONTRACT FORM	Contract Form	National Bank of Egypt	
34(省略)	Sample of Operational Agreement	Internal Documents	Social Fund for Development	
35(省略)	REVOLVING FUND THE MECHANISM AND FUTURE ACTION PLAN	Seminar Material	Community Development Association (CDA)	
36(省略)	WHY..POVERTY? WHY NOT TO CHALLENGE	Report	Ministry of Social Affairs	
37	SWOT Analysis Report	Report	SEDO	
38	SEDO STRATEGIC DOCUMENT	Internal Documents	SEDO	2002.2
39	Institutional Business Operation Manual	Internal Documents	SEDO	2002
40	Institution Business Department	Internal Documents	SEDO	
41	SEDO & Gender and Environment	Internal Documents	SEDO	
42	SEDO & Sustainability	Internal Documents	SEDO	
43	List of consultant agencies cooperated with SEDO in implementing Base line studies and surveys	Internal Documents	SEDO	2002.2
44	Implementing Agency Profile Form	Internal Documents	SEDO	
45	Job Description (IB Representative in Regional Offices)	Internal Documents	SEDO	
46	Required documents for new IB contracts	Internal Documents	SEDO	
47	New Contracts Flow Chart	Internal Documents	SEDO	
48	Main Contents of Study for Investment Opportunities in Small Business (Menya Governorate)	Report	SEDO	
49	ARREARS & PROVISIONING	Internal Documents	National Bank of Egypt	
50	MONTHLY REPORT	Internal Documents	National Bank of Egypt	
51	Disbursement basic information about client & loan	Internal Documents (Arabic)	SEDO	2002.2
52	Arrears aging	Internal Documents (Arabic)	SEDO	2002.2

	Title	Document type	Issued at	Issued on
53	Arrears report quarterly	Internal Documents (Arabic)	SEDO	
54	COPY OF LAST CONTRACT	Contract Document (Arabic)	National Bank of Egypt	
55	Paper	Report	Social Fund for Development	
	Follow-up Report Targeting Systems within SFD Proposal	Report	Social Fund for Development	2001.6
56	SPECIALIZED WINDOW	Internal Documents	National Bank of Egypt	
57	DATA PROCESSING FLOW, ORACLE & SEDO UNIQUE	Internal Documents	SEDO	
58	Letters from Ministry of Foreign Affairs to DAG on SFD Mission	Letter	Ministry of Foreign Affairs	2001.11
59	Letter from British Embassy in Cairo	Letter	British Embassy in Cairo	2001.9.16
60	FIELD OFFICER CAPACITY BUILDING REPORT	Report	SEDO	2002.2
61	The Charter During the First Phase of Establishing The Small Enterprise Development & Care National Organization	Internal Documents	Social Fund for Development	
62	DECREE154 of 2001, REGIONAL OFFICE REORGANIZATION	Internal Documents (Arabic)	Social Fund for Development	2001
63	Resume of Mr.Ahmed Sayed El Gabry	Personal Document	SEDO	
64	Resume of Mr.Mohamed Moussad Hassan Mahmoud Kotb	Personal Document	SEDO	
65	Sample of SEDO's Home Page	Copy of Display	SEDO	2002.2
66	Display of BEN SYSTEM	Copy of Display	SEDO	2002.2
67	Letters from Greece to SFD on SMELT (Small Medium Enterprises Learning & Training)	Letter	Social Fund for Development	200010
68	THIRD INTERNATIONAL TRAINING PROGRAMME ON FINANCING AND UPGRADATION OF TECHNOLOGY FOR RURAL INDUSTRIALISATION	Brochure	World Association for Small & Medium Enterprises (WASME)	2000.11
69	Minutes of the Meeting with H.E.Fayza Aboulnaga, Minister of State for Foreign Affairs	Internal Documents	Social Fund for Development	2002.1
70	IMPLEMENTATION COMPLETION REPORT ON A CREDIT IN THE AMOUNT OF SDR 82.3 MILLION (US\$120.0 MILLION EQUIVALENT) TO THE ARAB REPUBLIC OF EGYPT FOR A SECOND SOCIAL FUND	Report	World Bank	2001.12
71	The Network of Egyptian Small Business Development Centers,ESBDC's	Internal Documents	Social Fund for Development	
72	Half annual report about consultations represents discription of consultations	Report	Social Fund for Development	
73	Industrial Extension Center (I.E.C)	Internal Documents	Social Fund for Development	2001.7
74	Newsletter of Social Fund for Development (First Issue)	Internal Documents	Social Fund for Development	2002.1
75	SFD Beyond 2002: Report on SFD Achievements during Phase two of Operations and Future Orientation 2003-2007 For The Consultative Group Meeting	Meeting Material	Social Fund for Development	
76	Follow-up Report Targeting Systems within SFD Proposal	Report	COMMISSION OF THE EUROPEAN COMMUNITIES	2001.6
77	Annual Report 2000	Report	Bank of Alexandria	
78	Companies Law	Legal; Text		1993.6
79	Trade Law	Legal Text		

80	Annual Report 2000	Report	National Bank of Egypt	2000
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