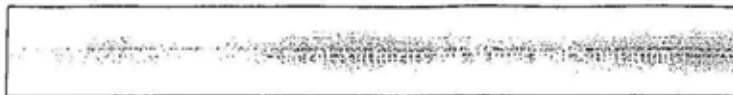


ANNEX II

Administration Decree and Templates





Fayoum Economic General Authority
for drinking water and Sanitation
Legal affair General department

Administration Decree no. (681) year 2003

After reviewing

- low no. 43 for the year 1979 concerning issuing local administrative law and its executive list
- And low no. 47 for the year 1978 concerning civil employee system and its executive list
- And low no. 61 for the year 1963 concerning issuing general authorities law
- And presidential decision no. 281 for the year 1995 to establish Fayoum Economic General for Drinking Water and Sanitation
- And Fayoum Governor decision no. 47 fir the year 1996 to formulate FEGAWS board of director
- At the frame of implementing EMP for the years 2003-2008. FEGAWS try through it to improve staff performance level as an economic identity in addition to raise stander of service for population in Fayoum Governorate

For the benefit of the work

First:

Department will issue monitoring reports including all important data mentioned in the data collecting sheets attach with this decision. Department are committed to present all these data to the top management according to the following:

- a- Monthly report, to be issued maximum at the seventh day of the new month
- b- Quarterly reports to be issued each 3 month according to the following
 - 1st Quarter: first of July till the end of September
 - 2nd Quarter: first of October till the end of December
 - 3rd Quarter: first of January till the end of March
 - 4th Quarter: first of April till the end of July

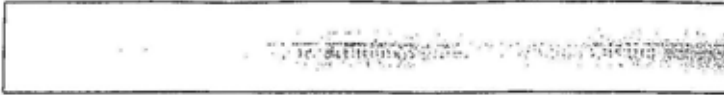
These reports should be issued maximum a month from the report period, considering that all comments and replying on the quarterly reports should be presented during 15 days from issuing the report.

Quarterly reports should be prepared on commutative basis. 4th quarter should include all plans date and results achieved during the financial year, to be studied during the annual conference for evaluating performance level and review targets

Second

All staff should quickly present the requested data and deliver it maximum (for the monthly report) at the fifth day of the new month, and maxim 3 weeks from the report period.





Third

Any staff member or manger delay in presenting the data or issuing the reports according to the specified date will impose him self to legal investigation as followed:

- a- First delay: warning
- b- Second delay: 25% cut from incentive
- c- Third delay: cut all incentive
- d- In case of repeating delays the responsible person will be referred to legal department in addition to cut all incentive untie decision about him will be taken

FEGAWS
Chairman

Eng. Mahmoud Massoud



Month Year: 2003

Monthly Report for
FEGAWS Activities

Revenue	
Issued Bills m3	
Issued Bills LE	
Number of new water connections	
Number of new sanitation connections	
Desludging	
Other Revenue	

Meters activity in the Branches	
Activity	Number
Workshop Repairs	
Replaced Meters	

Production Department	
Water Plants	Production m3
New El- Azab Plant	
Old El- Azab Plant	
New Quhafa Plant	
Old Quhafa Plant	
Upgraded Compact Units	
Compact Units	

Networks Management			
Location	Repairs	Pressures	Measurements
Fayoum city			
Fayoum Markaz			
Senoures			
Ibshaway			
Itsa			
Tamia			

Report - EMP
Collecting Data sheet

Year:	2002-2003
Department:	Production Department
Month:	
Signature:	

	Old Quhafa	New Quhafa	Old El-Azab	New El Azab	Compact Units
Production m3					
Chlorine /kg					
Alum/kg					
Quality NTU					
Pressure m					
Pressure %					

Report - EMP
Collecting Data Sheet

Year:	2002-2003
Department::	Network Department
Month:	
Signature:	
Date Recieved:	

	Fayoum City	Fayoum Markaz	Senoures Markaz	Itsa Markaz	Ibshaway Markaz	Tamia Markaz
Normal large repairs						
Large UFW repairs						
Normal small repairs						
Small UFW repairs						
Pressure m						
Pressure %						
Measurements						

Report: EMP						
Collecting Data sheet						

Year:	2002-2003
Department:	Revenue Department
Month:	
Signature:	
Receiving Date:	

	Fayoum City	Fayoum Markaz	Senoures Markaz	Elshawa Markaz	Elbshaway Markaz	Tamia Markaz
Water issued bills/ LE						
New water bills collected /LE						
Old water bills collected /LE						
Sanitation issued bills / LE						
New sanitation bills collected /LE						
Old sanitation bills collected /LE						
Issued fines/ LE						
New collected fines /LE						
Old collected fines /LE						
Issued charge/ LE						
Old charge collected/ LE						
New charge collected/ LE						
Desludging revenue/LE						
Total issued bills /LE						
Total issued bills /m3						
Total new cash collection/LE						
Total new collection (Statement of Consumption/LE)						
Total old cash collection/LE						
Total old collection (Statement of Consumption/LE)						
Issued Water connection installment / LE						
New collection from water connections installment/ LE						
Old collection from water connections installment/ LE						
Issued Sanitation connections installment / LE						
New collection from sanitation connections installment/ LE						
Old collection from sanitation connection installment/ LE						
Number of water connections						
Number of sanitation connections						
Number of meters repaired in site						
Number of new requests for repairs						

Report - EMP Collecting Data Sheet

Year:	2002 -2003
Department:	Sanitation Department
Month:	
Signature:	
Date Recieved:	

	Fayoum City	Fayoum Markaz	Senoures Markaz	Itsa Markaz	Ibshaway Markaz	Tamia Markaz
Sanitation						
Number of Repairs and ended plugs						
Desludging						
Number of external working hours						
Number of internal working hours-water						
Number of internal working hours- sanitation						
Number of available hours						
Total planned hours						

Report - EMP
Collecting Data Sheet

Year :	2002-2003
Department:	Meters Department
Month:	
Signature:	
Date Received:	

Number of meter repairs in the workshop	
Number of discarded meters	
Number of replaced meters	

Report - EMP
Data Collecting sheet

Year:	2002-2003
Department::	Financial Department
Month:	
Signature:	
Date Received:	

Name:	Basic salary:	Incentive and additional:	Total:
General Water Department			
Old Quhafa			
New Quhafa			
Old El Azab			
New El Azab			
Compact unit			
Fayoum Network			
Senoures Network			
Itsa Network			
Ibshaway Network			
Tamia Network			
Pumps			
General Sanitation Department			
Fayoum Sanitation			
Senoures Sanitation			
Itsa Sanitation			
Ibshaway Sanitation			
Tamia Sanitation			
Fayoum Desludging			
Senoures Desludging			
Itsa Desludging			
Ibshaway Desludging			
Tamia Desludging			
Purchases			
Stores			
Laboratory			
Workshop			
Projects			
Cars			
Chairman, Vice-Chairman and Related Department			
Revenue			
Financial and Administrative Department			
Personnel Affairs			
Total			

Report - EMP		
collecting Data Sheet		
Year:	2002-2003	
Department:	Financial Department	
Month:		
Signature:		
Date Received:		
Name	Other Expenditure	Electricity Charge/LE
General Water Department		
Production Department		
Old Quhafa		
New Quhafa		
Old El Azab		
New El Azab		
Compact unit		
Network Department		
Fayoum Network		
Senoures Network		
Itsa Network		
Ibshaway Network		
Tamia Network		
General Sanitation Department		
Fayoum Sanitation		
Senoures Sanitation		
Itsa Sanitation		
Ibshaway Sanitation		
Tamia Sanitation		
Fayoum Desludging		
Senoures Desludging		
Itsa Desludging		
Ibshaway Desludging		
Tamia Desludging		
Purchases		
Stores		
Laboratory		
Workshop		
Meters workshop		
Cars		
Projects		
Chairman, Vice-Chairman and Related Department		
Revenue		
Financial and Administrative Department		
Total		

Report: EMP
Collecting Data Sheet

Year:	2002-2003
Department::	Financial Department
Month:	
Signature:	
Date Received:	

Name	Out of Store/LE
General Water Department	
Old Quhafa	
New Quhafa	
Old El Azab	
New El Azab	
Compact unit	
Fayoum Network	
Senoures Network	
Itsa Network	
Ibshaway Network	
Tamia Network	
Pumps	
General Sanitation Department	
Fayoum Sanitation	
Senoures Sanitation	
Itsa Sanitation	
Ibshaway Sanitation	
Tamia Sanitation	
Fayoum Desludging	
Senoures Desludging	
Itsa Desludging	
Ibshaway Desludging	
Tamia Desludging	
Purchases	
Stores	
Laboratory	
Workshop	
Projects	
Cars	
Chairman, Vice-Chairman and Related Department	
Revenue	
Financial and Administrative Department	
Personnel Affairs	
Total	

EMP-Report
collecting Data sheet

Year:	2002-2003
Department::	Financial Department
Month:	
Signature:	
Receiving Date:	

Name	Other Revenue
Total FEGAWS	

Desludging Revenue

District:	Revenue
Fayoum Desludging	
Senoures Desludging	
Ibshaway Desludging	
Itsa Desludging	
Tamia Desludging	

A COMPANY OF

ROYAL HASKONING
HASKONING B.V.
Nijmegen
The Netherlands


Amersfoort
The Netherlands

ECG 
Engineering Consultants Group S.A.
Cairo
Egypt

添付資料 - 10 収集資料リスト

収集資料リスト

調査名: エジプト水道公団経営改善基礎調査

番号	名 称	形態	オリジナル/コピー	発行機関	発行年
1	Proposals and Vision for Upgrading within the Coming Five Years	レポート	コピー	SHEGAWASD	2004
2	Aswan Water and Sanitation Project - Edfu Component	レポート	コピー	AWSA	2003
3	Sector Strategy Paper in the field of Communal Water Supply and Wastewater Treatment	文書	コピー	KfW	2000
4	Memorandum of Understanding-Water Supply and Sanitation Sector Programme Support (SPS) Egypt - Denmark	文書	コピー	DANIDA	2001
5	Sector Programme Support-Water Supply and Sanitation	レポート	コピー	DANIDA	2002
6	Appraisal of Danish Support to the Water Supply & Sanitation Sector Programme - 5 Years	レポート	コピー	DANIDA	2001
7	Water Supply and Sanitation - Danida Sector Policies	小冊子	オリジナル	DANIDA	1990
8	Presidential Decree for Holding Company (素案)	文書	コピー	NOPWASD	2003
9	Presidential Decree for Regulatory Body (素案)	文書	コピー	NOPWASD	2003
10	Economic Management Plan (EMP) 2003 - 2008	レポート	コピー	FEGAWS	2003
11	Integrated UFW Program - Pilot El-Edwa	レポート	コピー	FEGAWS	2003
12	UFW Report QALMSHAH - Eisa Markaz, Zone III	レポート	コピー	FEGAWS	2003
13	UFW Report Demo-El Basyounia - Fayoum Markaz, Zone 3	レポート	コピー	FEGAWS	2002
14	ADDENDUM - Progress Report V / 1 Jan - 30 June 2002	レポート	コピー	FEGAWS	2002
15	Economic Management Plan - Corrected for 6% Inflation	レポート	コピー	FEGAWS	1999
16	各郡の給水施設運転記録(2002/03年度)	文書	コピー	SHEGAWASD	2003
17	シャルキーヤ県上水道プロジェクト実施計画	文書	コピー	SHEGAWASD	2004
18	シャルキーヤ県下水道プロジェクト実施計画	文書	コピー	SHEGAWASD	2004
19	シャルキーヤ県配水管布設替え・新規布設延長	文書	コピー	SHEGAWASD	2003

番号	名 称	形態	オリジナル/コピー	発行機関	発行年
20	シャルキーヤ県既存配水管延長(管種別)	文書	コピー	SHEGAWASD	2003
21	シャルキーヤ県既存配水池	文書	コピー	SHEGAWASD	2003
22	大カイロ上水道庁モストロッド訓練センター研修プログラム	文書	コピー	GOGCWS	2003
23	NOPWASD カイロ訓練センター研修プログラム(技術部門)	文書	コピー	NOPWASD	2003
24	NOPWASD カイロ訓練センター研修プログラム(管理部門)	文書	コピー	NOPWASD	2003
25	NOPWASD ダマンフール訓練センター研修コース	文書	コピー	NOPWASD	2003
26	NOPWASD ダマンフール訓練センター研修計画(2003/04年度)	文書	コピー	NOPWASD	2003
27	SHEGAWASD 外部・内部研修実績(2002/03年度)	文書	コピー	SHEGAWASD	2003
28	SHEGAWASD 内部研修計画(2004年前期)	文書	コピー	SHEGAWASD	2004

