

**Appendix 3: Summaries of work done by full-time staff members**Name: **Noha Ahmed Elsaid/ Walaa El Malti** - Project Office Manager

Date	Output	Activity	Assignment/ Task	Indicator	Achievements/ results	Difficulties/ problems	solu- tion	Next Assign- ment	Requiremen ts
<b>Noha Ahmed Elsaid</b>									
Dec. 2004	<b>Settling out the Project place area</b>	Cooperating with Dr. Samy (National Coordinator) to manage & organize office, Civil works with labourers to reach the best standard of work production			* Setting out all needed preparation for BioMAP. * Controlling the procedures for purchasing furniture, equipments and supplies from dealers. * Obtaining 3 different offers for each unit to get the best price.				
	<b>UNDP Forms</b>	Compiling & filling out all the UNDP forms concerning money expenditure & collecting cheques			Collecting cash money and distributing it according to requirements				
Jan. 2005	<b>Office Administration Works</b>	Establishing & managing the filing and registration systems			Creating filing system, both manual & electronic				
	<b>Purchase of project vehicle</b>	Getting different offers from different dealers			Following up with UNDP until 4X4 vehicle obtained				
	<b>Purchase of Air conditioning Units</b>	* Buying new air-conditioning units * Repairing old damaged units			<ul style="list-style-type: none"> <li>• Sending Purchase orders to get AC Units</li> <li>• Fixing out old units</li> </ul>				
	<b>Purchase of PCs for NCS</b>	Discussing with the staff their needed options according to their work style. Getting different offers from different dealers			<ul style="list-style-type: none"> <li>• Sending Purchase order to get the needed units</li> <li>• Receiving the units (after being checked by NCS staff)</li> </ul>				
	<b>Setting out new workstations for Biodiversity Unit</b>	Receiving different offers Selecting the best one (according to facilities and price)			Issuing a purchase order for the needed units				

March 2005	<b>Administration Work</b>	Ensuring that all the project administrative functions are operative and maintained			Contracting maintenance companies and office hold supplies to install & repair as required				
	<b>Expertise &amp; Data Entries Records</b>	1. Establishing forms for Data Records (electronic) 2. Creating forms for calculating records & registering attendance & working hours			Collecting data records				
April 2005	<b>Project Stationary Staff (Business cards, Letter heads, etc.)</b>	Finalizing the whole issue & giving the company our approval on the final proof sheets.	Purchase		Finalizing the whole issue & giving the comp. our approval on the final proof sheets.			Getting project Stationary Stock on 30 April	
	<b>* UNDP – DPF</b>	1. Sent all DPF to UNDP 2. Getting all our cheques from UNDP & distributing its money according to its requirements	Forms		<ul style="list-style-type: none"> <li>▪ ISDL monthly fees, Car expenses, etc.</li> <li>▪ Grants &amp; database</li> </ul>			<ul style="list-style-type: none"> <li>▪ Preparing Short term contract for Grants</li> <li>▪ Preparing the petty cash expenses sheet</li> </ul>	
April 2005	<b>* EEAA - Reports</b>	Coordinate with The International Relationship Department in EEAA to present Project Financial Report, according to UNDP data	Reports to EEAA		Ex. Sent project expenses sheet attached with invoices				
	<b>* EEAA – Reports (Minister’s Office)</b>	Compile and collect needed information (according to Minister’s requirements)			Presenting regular reports to the Minister concerning Project activities, achievements, work plan, expenses, etc.				
May 2005	<b>Saluga &amp; Ghazal National Park (Aswan)</b>	Establishing Monitoring Programme			<ul style="list-style-type: none"> <li>• Arranging for the trip</li> <li>• Making reservations</li> <li>• Attending meetings</li> <li>• Taking minutes</li> <li>• discussing PA staff requirements</li> <li>• Writing report about Henna project</li> </ul>				

June 2006	<b>Ras Mohamed &amp; St. Katherine National Parks</b>	Establishing Monitoring Programme			<ul style="list-style-type: none"> <li>• Arranging for the trip</li> <li>• Making reservations</li> <li>• Attending meetings</li> <li>• Taking minutes</li> <li>• Studying &amp; discussing staff requirements</li> <li>• Arranging to get all needed equipment</li> </ul>				
					<ul style="list-style-type: none"> <li>• Purchasing of PCs, scanner, fax machine</li> <li>• With coordinators, solving problems of rangers and staff</li> <li>• Renewing Lap unit</li> <li>• Establishing 4 toilets</li> <li>• Reforming the Diving Centre : buying new diving suites, oxygen tubes, compressor, etc.</li> <li>• Following up with Customs for Compressor Clearance</li> </ul>				

**\* Administrative daily work:**

1- Making Travel arrangements both domestically & internationally for project personnel & executives

2- Personnel (recruitment, work permit, visas ...etc.)

3- Contracting maintenance companies and office hold suppliers to install & repair as required

4- Typing reports and all correspondence directed to different parties inquiring about information or providing an answer

5- Handling Office Petty Cash

<b>Walaa El Malti</b>									
Sept 2005	Office manager		Learning about the project, the work of the staff, and my role		<ul style="list-style-type: none"> <li>• Arranging for the trip</li> <li>• Making reservations</li> <li>• Attending meetings</li> <li>• Taking minutes</li> <li>• Answer phone calls</li> <li>• Attend and perform all administrative works</li> <li>• Order Biomap items</li> <li>• Getting different offers from different dealers .</li> <li>• finished data entry for specimen information of plants (family: Asclepiadaceae)</li> </ul>		No		
		- Data entry work							
Oct-Nov 2005	Office manager		Establishing & managing the filing system and the registration system.		<ul style="list-style-type: none"> <li>• Follow-up attendance of Biomap staff</li> <li>• Send faxes and communicate between Biomap and the PAs</li> <li>• Making Travel arrangements for project personnel &amp; executives</li> <li>• Order Biomap items</li> <li>• Typing reports and all correspondence directed to different parties inquiring about information or providing an answer</li> <li>• finished data entry for specimen information of plants (family: Compositae)</li> <li>• Arranging for Gebel Elba trip</li> <li>• Handling and saving all presentations and workshops for Biomap</li> </ul>				

**Name: Ahmed Yacoub**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/re sults	Difficulties/ problems	Suggested solution	Next Assign ment	Requir ements
February			<ol style="list-style-type: none"> <li>1. design network infrastructure</li> <li>2. create an internet account in TEDATA Co. (internet service provider) with 2MB speed</li> <li>3. register for <a href="http://www.biomapegypt.org">www.biomapegypt.org</a> domain</li> <li>4. buy hosting</li> <li>5. create e-mail accounts for all employees</li> <li>6. design (Egyptian British Biological Society) poster</li> </ol>		Completed				
March			<ol style="list-style-type: none"> <li>1. make useability study to show the advantage &amp; disadvantage in EEAA website</li> <li>2. design 1<sup>st</sup> website for BioMAP</li> <li>3. make a presentation about BioMAP for the Minister</li> <li>4. with Alaa Awaad, install all new PCs (Operating System, Antivirus &amp; Network Connection)</li> <li>5. workshop presentation.</li> <li>6. design logos for BioMap</li> </ol>		Completed				
April			<ol style="list-style-type: none"> <li>1. design project ID (logo - letterhead – envelopes – stamp – Personnel Card – Employee ID)</li> <li>2. insert employee &amp; consultant photos in database</li> <li>3. design and publish 2<sup>nd</sup> website</li> <li>4. deliver a new web page to consultants containing the database excel sheets (source file – species info – species - synonymy – taxonomy)</li> <li>5. handle BioMap presentation for the Minister</li> </ol>		Completed				
May			<ol style="list-style-type: none"> <li>1. create photobase (biodiversity of the Red Sea - bivalves and gastropod molluscs); more than 750 photos edited</li> <li>2. study CHM Toolkit to help in website design</li> <li>3. Make useability study about the CHM &amp; do a comparative study of different formats</li> <li>4. create network drive to save all work</li> <li>5. handle &amp; print <i>Basilosaurus</i> material from Wadi-Heitan</li> <li>6. design 5 possible templates for website</li> </ol>		Completed				

June		<ol style="list-style-type: none"> <li>1. Scan at high resolution 372 <i>Gardens of Sinai</i> illustrations, refine them, &amp; erase the artist's signature. Edit colour, and resize</li> <li>2. collect photos of the birds of Sinai</li> <li>3. design &amp; edit Conservation Egypt logo</li> <li>4. design cover of the <i>Gardens of Sinai</i> book</li> <li>5. install &amp; set up satellite phone</li> <li>6. design CHM website, which currently contains more than 80 pages (still under construction)</li> </ol>		Completed				
July		<ol style="list-style-type: none"> <li>7. Design Conservation Egypt Logo</li> <li>8. Insert Ahmed Gheith's paintings into Gardens of Sinai</li> <li>9. Following the internet services provider (<b>TEDATA</b>) to solve the problem then send fax to this company explain the problem.</li> <li>10. Design Operation Wallacea website template</li> </ol>		Completed				
August		<ol style="list-style-type: none"> <li>1. Finish Operation Wallace Egypt website (Conservation Egypt ) (English Version )</li> <li>2. Make some changes in CHM</li> <li>3. Design OpWall Certificate</li> <li>4. BioMAP 6-month report by placing some photos                             <ol style="list-style-type: none"> <li>1. Design the six-month report cover</li> <li>2. Place some photos in this report</li> </ol> </li> </ol>		Completed				
September		<ol style="list-style-type: none"> <li>1. Work on Sinai Gardens book :-                             <ul style="list-style-type: none"> <li>• Design page style</li> <li>• Handling &amp; edit illustrations</li> <li>• Print some chapters for the publisher AUC</li> <li>• Revise with illustrator</li> </ul> </li> <li>2. Reserve <a href="http://www.conservationegypt.org">www.conservationegypt.org</a> domain &amp; host it</li> <li>3. Work with CHM navigation</li> <li>4. Redesign OpWall presentation (with Ahmed Abdel Aziz)</li> <li>5. Design the biota interface With Flash</li> <li>6. Design the separator &amp; cover for Opwall report</li> <li>7. Design invitation for "مشروع جمع النباتات و علاقته ..."</li> <li>8. Prepare presentations: 4<sup>th</sup> workshop, Academic Reference Standards, Biomap Presentation for Minister</li> <li>9. Work with Ahmed Gheith                             <ul style="list-style-type: none"> <li>• Scanning new drawings</li> <li>• Insert files into Book</li> </ul> </li> <li>10. Prepare invitations</li> <li>11. Design the separator &amp; cover for Academic Standards report</li> </ol>		Completed				

October		<ol style="list-style-type: none"> <li>1. Work on Book "GARDENS OF SINAI "</li> <li>2. Work with Ahmed Gheith <ul style="list-style-type: none"> <li>• Scanning new drawing</li> <li>• Insert this files into Book</li> </ul> </li> <li>3. Design Book Cover</li> <li>4. Burn 5 DVDs (Back up Files )</li> <li>5. Design 3 covers for Opwall project :-</li> <li>6. Maintain two computers in consultant unit</li> </ol>		Completed				
November		<ol style="list-style-type: none"> <li>1. Design Book Cover and choose design</li> <li>2. Finalized first version of book &amp; print</li> <li>3. Re install my machine &amp; backup files on mine and server</li> <li>4. Design 5 covers for Opwall project (after changed):- <ul style="list-style-type: none"> <li>• Final report for plants &amp; mammals.</li> <li>• Final report for Bats</li> <li>• Final report for fungi</li> <li>• Final report for marine work</li> <li>• SWOT Analysis</li> <li>• Separater for SWOT Report</li> </ul> </li> <li>5. Collect Same photos about BioMAP Project to Al ahram Mail Alahrm Magazine With marin photo</li> <li>6. Design Site Map for conservationegypt.org</li> <li>7. Design &amp; implement 22 web pages of ConservationEgypt.org</li> <li>8. Finish www.conservationegypt.org website</li> <li>9. Finish Join us Form and link it with mail</li> <li>10. Design CD Cover + Report Cover</li> <li>11. Copy my work to a new PC</li> <li>12. Scan &amp; clean some of Ahmed Geith's drawings</li> </ol>		Completed				
December		<ol style="list-style-type: none"> <li>1. Design Photo area in all pages in conservationegypt.org</li> <li>2. Design &amp; print the following for the 4<sup>th</sup> Workshop :- <ul style="list-style-type: none"> <li>• 26 Cd Covers</li> <li>• 26 CD Labels</li> <li>• 7 Splitter Pages</li> </ul> </li> </ol>						

**Name: Alaa Awaad**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/results	Difficulties/ problems	Suggested solution	Next Assignment	Requirements
February	2	2.3	Put the configuration for the computers for the project	100%	Completed	<b>No Problems</b>		Complete the Biodiversity database	<b>No Requirements</b>
			Test and install the computers	100%	Completed			Build a converter form the excel sheets to the major database	
			Install and configure the internal network with Ahmed	100%	Completed			Complete the Islands of Nile River database	
			Build and programming a database for the staff members	100%	Completed				
March			Build and programming a database for the data entry	100%	Completed				
April/ May			Build and programming the major database [ The Biodiversity Database ]	40%	The input forms witch containing all the necessary information about the taxonomy and the sources and the specimens information Completed				
June			Build and programming a database for library system	100%	Completed				
			Build and programming a database for the Islands of the Nile river	75%	Finish most of the program except the latest enhancements required				
			Install and configure the computers and the network in Saint Kathryn research center	100%	Completed				
Aug-Dec			2	2.3	Complete the Biodiversity database			65 %	
	Build a converter form the Excel sheets to the major database	100 %			Completed	Build a converter from the major database to Excel			
Aug	Complete the Islands of Nile River database	100 %			Completed	Build software for recording attendance using a fingerprint reader			
Sept	Edit presentation about animal collecting	100 %			Completed	Adding GIS maps to the web site			
Oct	Edit the database of staff members	100 %			Completed				

**Name: Nermine Mohamed Omar**

Date	Output	Activity	Assignment/ Task	Indicator	Results	Difficulties/ problems	Suggested solutions	Next Assignment	Requirements
Apr- July 2005	2, 4	4 2.7	-Simplification of the articles of the CBD -Related case studies for two articles (6,7) <i>-The Global taxonomy initiative report.</i> <i>-Indigenous knowledge case study ( Dr Fouda)</i> <i>-Protected Areas Ecosystem Approach</i> -presentation letter for International Biodiversity Day to suggest what can be done from an Egyptian perspective <i>-Report on the procedures for engaging Biodiversity with science</i> <i>-Monitoring program</i> <i>-Case studies</i> <ul style="list-style-type: none"> <li>• Hyrax</li> <li>• Gazelle</li> <li>• Mangrove</li> </ul> <i>-CHM</i> <i>-Wetlands report (Dr. Fouda)</i>	100% 80% 100% 98% 100% 100% 100%  55%  100%	Finished Almost finished Finished Almost finished Finished Finished Finished  Ongoing  Finished          Still to be completed			Case Studies. Wetland report. updating CHM.	

**Name:Lamyaa Essam El-Din Hussein**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/results	Difficulties/ problems	Suggested solution	Next Assignment	Requirements
throughout	Data Entry	- Data entry Scientific records			1. Recorded 325 records of corals from Dahab, in the Gulf of Aqaba. 2. Recorded 754 terrestrial invertebrates. 3. Entered all records of the Flora of Egypt. 4. Recorded 489 records of Gnaphaliinae (Asteraceae-Inuleae) 5. Recorded 550 records in Asclepiadoideae and Periplocoideae		No		

From 10/7/05 To 11/09/05	Office manger				<ol style="list-style-type: none"> <li>1. Arranging temporary accommodation for the British students, and also their departure.</li> <li>2. Handled the renting of the flat for the office</li> <li>3. Obtained all office requirements</li> <li>4. Obtained new air conditioning for the office</li> <li>5. Arranged travel (tickets, appointments, money) for the office</li> <li>6. Handled the daily expenses of the office</li> </ol>				
From 11/09/05 To 27/11/05	Finance Officer				<ol style="list-style-type: none"> <li>1. Sent all Requests for Direct Payments</li> <li>2. Got all monthly amounts for Consultants</li> <li>3. Received all cheques or cash money whatever for RDP or for our staff</li> <li>4. Paid Data Entry staff</li> <li>5. Made all contracts for new consultants or new member of staff</li> <li>6. Made all financial reports for EEAA or UNDP</li> <li>7. Handled all the budget reports for UNDP</li> <li>8. Made the BioMAP budget report from inception to October</li> <li>9. Prepared the budget part in the project presentation</li> <li>10. Prepared the branches part in the Academic references presentation</li> <li>11. Made report for enumeration of equipment</li> <li>12. Attended the UNDP workshop for training on using Atlas codes</li> <li>13. Prepared the financial part in the Ministry presentation</li> <li>14. Filled the financial part of the AWP</li> </ol>				

**Nancy Hamid Hareedy**

Name	Date	Assignment/ Task	Achievements /results	Difficulties/ problems		Next Assignment	Requirements
Nancy Mohamed	27/11/2005 - 1/12/2005	I worked on some plant record database entry (Taxonomic Revision of the Amaranthaceae in Egypt). I recorded about 680 plant record.	Task was accomplished within the last four days	There isn't any problem.		Animal data base entering from "Osborn & Helmy" record.	No requirements.

**Name: Ayman Abd El Ati**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/results	Difficulties/ problems	Suggested solution	Next Assignment	Requirements
From 1/2/05 To 29/11/05	- Administrative work				<ul style="list-style-type: none"> <li>• Going to UNDP with RDPs and getting cash money or Cheques.</li> <li>• Going to British Council to deliver some papers or getting Cheques.</li> <li>• Responsible for cleaning, finishing papers, photocopy papers, paying telephones &amp; mobiles invoices, getting some stationary for the office.</li> </ul>				
	- Scanning				<ul style="list-style-type: none"> <li>• Scan 2235 papers.</li> <li>• Scan 314 images.</li> </ul>				

**Name: Esraa Saber**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/results	Difficulties/ problems	Suggested solution	Next Assignment	Requirements
Sept - Nov			<ul style="list-style-type: none"> <li>• Opwall website</li> <li>• Writing articles</li> <li>• Translation of papers and reports</li> </ul>		<ul style="list-style-type: none"> <li>• I've translated the Opwall website with some modifications to make an Arabic one directed at Egyptian students</li> <li>• I've written 3 articles for El-Ahram and El-Akhbar newspapers, 2 of them about Opwall and the third about bats.</li> <li>• I've also translated the following: (into Arabic) the summaries of two reports on bats; the Abstract of a submitted paper about the effect of fish toxins on tumor activity; WWF RAPPAM questionnaire; (into English) SWOT analyses for St Katherine and Aqaba Protectorates</li> </ul>				

**Name: Yasmine Safwat**

Month	Output	Activity	Assignment/ Task	Indicator	Achievements/results	Difficulties / problems	Suggested solution	Next Assignment	Requirements
13 Sept.-4 Dec.		Databases	vernacular names of plants		Entry of 283 records using as a source the atlas of plant flora in north-west coast region of Egypt of Amin E. Aly				
					1354 records using Flora of Egypt of Boulos				
					124 records using the collection of Elghazali Ossama				
					106 records using Cucurbitaceae in Egypt of Hassib Mohammed				
					71 records using Mount Sinai of JJ Hobbs				
					1118 records using Alfred Kaiser's Sinai herbarium of Vivi Tackholm				
					4130 records using A students flora of Egypt of Vivi Tackholm				
					27 records using Gardens in a sacred landscape of Zalat & Gilbert				
					44 records from personal communication with Zalat & Gilbert				
			vernacular names of birds		Birds known to occur in Egypt: About 30% of the records 712 records				
			Arabic names of the Garden book		I've checked the 1 <sup>st</sup> four parts				

