



Egyptian Regulatory Reform & Development Activity

**EGYPTIAN GMU INVENTORY  
GUIDELINES**



## Contents

Acronyms.....	ii
Introduction.....	1
1. Preparing for the Inventory .....	2
2. Inventory Process.....	2
2.1. Scope of the Inventory .....	2
2.2. Inventory Stages .....	4
Annexes .....	8
Annex 1 – A list of regulations included in the Inventory .....	8
Annex 2 – Criteria for business related regulations .....	9
Annex 3 – Data entry template .....	10
Annex 4 - Regulation Register .....	11
Annex 5 – Data entry guidelines .....	12

Copyright ©2012 ERRADA. All rights reserved.

---

Egyptian Regulatory Reform and Development Activity (ERRADA) is an Egyptian government initiative which aims to build a regulatory management system, based on a dialog between public and private institutions and civil society, aimed at increasing efficiency, competitiveness and creating more job opportunities.

## Acronyms

ERRADA	Egyptian Regulatory Reform and Development Activity
ERU	e-Registry Unit
GMU	Government Ministerial Unit
GRU	General Review Unit

## **Introduction**

Egyptian Regulatory Reform and Development Activity (ERRADA) aims to build a regulatory management system, based on a dialog between public and private institutions and civil society, founded upon transparency and justice.

ERRADA seeks to achieve this through addressing regulatory challenges related to business climate, most notably: multiplicity and overlap of regulations; overlap of competent authorities responsible for enforcing regulations; lack of a mechanism to identify implicitly repealed regulations; ambiguity of administrative procedures; outdated standards and fees.

In order to do this, ERRADA compiles all business related regulations and those that impact citizens in general which concern each ministry and its subordinate authorities. These Guidelines present how the GMU can inventory the regulation, and offer detailed explanation of the inventory scope and steps, starting from preparing for the inventory, identifying sources of regulations and how to search through them. The Guidelines highlight the steps that ought to be followed in all stages of the inventory, as well as the necessary forms, etc.

ERRADA tries, through these Guidelines to maintain the needed consistency and quality of deliverables as well as lay down basis and constant standards for inventory of regulations that could be always relied upon whether within or outside ERRADA.

Inventory is a process for compiling all legal instruments (laws, decrees, directives and circulars – [Annex 1](#)) regulating business or impacting citizens in general.

## 1. Preparing for the Inventory

- Each ministry shall issue a ministerial decree establishing the GMU, naming its manager and members as well as outlining its terms of reference and objectives. The decree shall empower the GMU to carry out the inventory of legal instruments across the whole ministry and its affiliated authorities and departments. The GMU Manager shall be responsible for signing off the inventory list.
- As for ministries that no longer exist or their subordinate authorities merged under other ministries, their regulations are considered an inheritance for the participating ministries; therefore they are obliged to compile them.
- It is important for each GMU Manager to present a general overview on the ministry and its regulations, terms of reference and subordinates to GMU staff.

## 2. Inventory Process

### Important remarks:

- If the Ministry is responsible for implementing a part of a law, such as an article, the Inventory should include that law and the specific article.
- In case of joint decree by more than one minister, it should be entered under the name of the first ministry that appears in the decree.

### 2.1. Scope of the Inventory

#### 2.1.1. What is included in the inventory

- The inventory should include all valid laws and amendments, regulations and their amendments, decrees, directives, and circulars.

All laws and decrees affecting	Included in inventory
Internal management of the government	No
Specific cases	No
Decrees regulating commercial activities for individuals, businesses or activities directly related to business	Yes
Citizens	Yes

**Criteria for considering regulations to be directly related to business ([Annex 2](#))**

1. Allocation of land
2. Starting, running and ending a business for profit
3. Obtaining licenses and public utilities
4. Hiring personnel
5. Registering property
6. Access to credit
7. Investor protection
8. Paying taxes, fees and insurance
9. Internal and external trade and transport
10. Enforcing contracts and settling disputes
11. Protecting competition and preventing monopoly

GMUs shall consider inventoried regulations business related if they meet any of the abovementioned criteria.

**2.1.2. What is not included in the inventory (also recorded in the inventory register – [Annex 4](#))**

- Legal instruments that apply only to internal management decisions of the public administration (such as instruments related to hiring decisions or holiday periods).
- Legal instruments that apply only to individual or ad hoc cases (such as

instruments related to a specific license or application offered to an individual business or citizen).

- Legal instruments that are advisory and not of a regulatory nature.

## 2.2. Inventory Stages

### 2.2.1. First Stage – Search

- **Internal search:**

The GMU shall track the serial number to know the number of regulations issued each year when searching in the following sources with the ministry and its subordinate authorities:

- a. Central archive at the ministry;
- b. Subordinate authorities' archives (including electronic and printed archive);
- c. Similar previous projects implemented in the ministry (if applicable); and
- d. Library of the ministry.

- **External search :**

- a. Related ministries or subordinates authorities;
- b. The General Organization for Printing Offices (National Gazette);
- c. Information Decision Support Center at the Cabinet;
- d. Legislation and Development Information Systems (LADIS);
- e. Public and private libraries;
- f. Set of laws published by some libraries; and
- g. Related electronic sites.

- Identifying a contact person at each subordinate authority is optional according to the circumstances of each ministry.
- Each ministry could optionally issue an official letter to its subordinate authorities or external agencies enclosing a data entry form to be filled in by the subordinate authority or department that provides the regulations. The data entry template should list all that was delivered to

the GMU, while keeping a backup copy of these regulations. Each GMU shall use the means it sees fit in contacting external authorities (which are not part of ERRADA) to obtain the required legal instruments and complete the inventory.

### 2.2.2. Second Stage – Verification

- Verify the comprehensiveness and accuracy of the legal instruments listed in the inventory through external databases.
- Consultation with representatives from business community is optional, but could be useful in ensuring that the Inventory is complete.
- **Status of Publication:** the regulation is not considered published if there is just an authorization for its publication. It is only considered published when it is confirmed to be published by the National Gazette.

### 2.2.3. Third Stage – Data Entry Stage

- Scan all regulations and their amendments using a scanner.
- Determine whether the regulation is directly related to business, according to the abovementioned criteria ([Annex 2](#)).
- Prepare a template for data entry on e-Registry for all regulations ([Annex 3](#)).
- The importance of having a register at each unit for all the regulations that are entered or excluded from the e-Registry with their numbers and dates (Regulations Register – [Annex 4](#)).
- Determine elements that need to be entered for each regulation.
- If the regulation was issued based on ERRADA recommendations, mark the appropriate field on the data entry template.
- Determine status of regulation (valid, amended or explicitly repealed).
- Identify implicitly repealed regulations if possible.
- An amending ministerial decree that keeps some of the articles of the amended decree should be entered on e-Registry, i.e. keep the original and amended ministerial decrees.
- If GMU would like to enter a regulation of a degree above ministerial decree, it shall send it to the e-Registry Unit (ERU) at the GRU to enter it.

- As for laws, they should be entered in their final form, if available.
- **Do not enter** any regulation through “other attachments” feature as this does not allow search within attached regulations separately.
- GMU shall continuously check the quality of its regulations and update the e-Registry with regulations concerning its ministry.

**Electronic linking:**

- Electronic vertical linking of regulations (i.e. linking the law with its executive regulation in addition to presidential, prime ministerial, and cabinet's decrees to the related ministerial decrees) was approved by ERRADA community.
- Linking shall be according to the regulations mentioned in the preamble.
- In case the status of regulation which has been entered before is updated, the amending/repealing regulation should be linked in the designated field.

**2.2.4. Fourth Stage – Delivering the Inventory to the GRU**

- The data entry form, the application forms and fee schedules shall be delivered to the GRU by the GMU Manager on the preset date.

**Summary of Inventory Process**

1. Determine Identify whether an instrument should be included in the Inventory.
2. Record the entered data of each instrument – including the excluded ones – in the regulations register.
3. Compile the full text of each inventoried regulation and its amendments, any application forms and fee schedules unless clearly stated in the regulation.
4. Scan all regulations and amendments using the scanner.
5. Keep a central ministerial register including 2 copies of all regulations and fee schedules (hard copy and scanned one).
6. Determine status of regulation (valid, amended, repealed – explicitly or implicitly).
7. Determine whether regulation is directly related to business.
8. Prepare a data entry template for each regulation to be entered on the e-Registry database.
9. Enter the data of each regulation on ERRADA e-Registry.

**Important check by GMU staff**

1. Is the hard copy of the regulation complete (any missing pages)?
2. Was the regulation amended? Were all amendments included?
3. Was the regulation and its amendments scanned?
4. Are there any request forms attached to the regulation? Were they scanned?

## **Annexes**

### **Annex 1 – A list of regulations included in the Inventory**

1. Constitution
2. International Treaty or Agreement
3. Law
4. Presidential Decree
5. Vice President Decree
6. Constitutional Court Ruling
7. Military Order
8. Prime Minister Decree
9. Deputy Prime Minister Decree
10. Cabinet of Ministers Decree
11. Ministerial Decree
12. Governor Decree
13. Subordinate Authority Decree
14. Directives
15. Circulars
16. Advertisements
17. Instructions

## Annex 2 – Criteria for business related regulations

Business related regulations are categorized as follows (if a criterion is answered “yes” then the regulation is business related).

Question: Does the regulation deal with any of the following issues:

1. Allocation of land

yes  no

2. Starting, running and ending a business for profit

yes  no

3. Getting licenses and public services

yes  no

4. Hiring personnel

yes  no

5. Registering ownership

yes  no

6. Access to credit

yes  no

7. Investor protection

yes  no

8. Paying taxes, insurance and fees

yes  no

9. Internal and external trade and transport

yes  no

10. Enforcing contracts and settling disputes

yes  no

11. Protecting competition and preventing monopolies

yes  no

**Annex 3 – Data entry template**

إضافة تشريع جديد

حفظ التشريع
عودة دون حفظ

	وزارة المالية	أدخل بواسطة: mof_manager		الوحدة المدخلة*:
يوم: 17	شهر: 08	سنة: 2010	تاريخ فتح الملف*:	رقم التشريع*:
			السنة*:	نوع التشريع المجمع*:
				نوع التشريع*:
				صدر بناء على توصية من إرادة:
				وصف التشريع:
				موقف التشريع*:
				نطاق التطبيق/التأثير*:
				قطاعات الأعمال ذات الصلة:
				عنوان التشريع*:
				نشر في*:
				إرفاق نص التشريع*:
				الجهة المسئولة*:
				الجهة التابعة:
				تعريف بالتشريع / فهرس التشريع:
				مصدر الحصول على التشريع:
				التشريعات المرتبطة:

(يبدأ عنوان التشريع بالنوع ثم الرقم ثم السنة ثم تثنأ الصق)

إرفاق ملف جديد (مستوحى بملفات pdf فقط وحجم أقصى 20 MB)

حفظ التشريع
عودة دون حفظ

**Annex 4 – Regulation Register**

Number	Published Date	Address	Source	Included in the Inventory	Comments	Participating Ministries														
44	13/1/2007	Change of an official holiday	Ministry Archive	X																
568	14/3/2007	Formation of a ministerial committee	Ministry Archive	✓																

## Annex 5 – Data entry guidelines

Date: 10/4/2012

Version 1.4

<b>Data Entry Guidelines</b>
------------------------------

- Begin data entry by Logging into: <http://apps.errada.gov.eg>
- If you get a security alert message, do not worry about this just click on “continue to this website”.
- Always login using your issued username and password.
- Enter your username and password.
- Switch the keyboard language to Arabic language.
- Please be aware of the date format “DD/MM/YYYY”.
- You can use the “Tab” button on the keyboard to navigate easier between fields inside the insertion/editing form.
- In Regulation type you can quickly find the Regulation type you are looking for by choosing a regulation type group.
- Please limit the size of scanned documents to 2 megabytes for uploading, unless otherwise discussed with GRU IT staff.
- Please try to scan documents using the predefined settings (200 DPI, Black & White and PDF format).

**For more information, please contact**

<b>Operations</b>	Abdel Shakour Zahran	azahran@errada.gov.eg	0100-1477117
	Ghena Abu Taleb	gtaleb@errada.gov.eg	0122-3104825
	Mohamed Khafagy	mkhafagy@errada.gov.eg	0100-1707006
	Noha Sobhi	nsobhi@errada.gov.eg	0100-6381487
	Mostafa Ashraf	mashraf@errada.gov.eg	0122-6309654
	Amr Youssef	ayoussef@errada.gov.eg	0122-4197150
	Mahmoud El-Kady	mahmed@errada.gov.eg	0100-3704378
	Ahmed Boussila	amoustafa@errada.gov.eg	0111-6931579
	Mohamed Helmy	mmahmoud@errada.gov.eg	0100-6931211
	Mohamed Gamal	m.gamal@errada.gov.eg	0109-1923450
<b>Legal</b>	Ahmed Abdel Hameed	a.hameed@errada.gov.eg	0100-0778853
	Heba El-Shourbagy	helshourbagy@errada.gov.eg	0122-7447663
	May El-Ganzoury	melganzoury@errada.gov.eg	0100-6287739
	Mahmoud Abdel Halim	mabdelhalim@errada.gov.eg	0122-6282430
<b>IT</b>	Amr Abdel Aleem	aaleem@errada.gov.eg	0122-2248772
	Ahmed Hassan	ahassan@errada.gov.eg	0100-0054992
	Mohamed Sayed	msayed@errada.gov.eg	0122-3884337

**GRU: 106 Gamet Al Dowal Street – Mohandesseen – Fifth Floor**

**Website: [www.errada.gov.eg](http://www.errada.gov.eg)**

**Email: [errada@errada.gov.eg](mailto:errada@errada.gov.eg)**