

Ministry of Education

To: Ministry of Foreign Affairs

Date: 14 December 2003

I have been invited to an orientation and planning seminar on by the World Bank from 12-14 January 2004. The latest date of travel to Washington DC would be January 10, 2004. This meeting is one of the outcome of the Madrid donors conference and is crucial to the rebuilding of Iraq.

I would appreciate your assistance in granting me entry visa to the USA for this purpose.

Thank you.

April 18 miles

" " Significan

Document #5

PROCEDURE FOR PROCESSING U.S. VISAS FOR IRAQI INTERIM AUTHORITY OFFICIALS

Per State 308620, consular officers are authorized to issue diplomatic visas in the "B" classification to individuals who hold Iraqi diplomatic or official passports and who would be qualify for an A or G visa if the Iraqi Interim Authority (IIA) were a foreign government recognized de jure by the U.S.

VISA APPLICATION SUBMISSION

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All IIA officials must submit their visa applications to the Iraqi Ministry of Foreign Affairs (MFA) Protocol Division. The MFA will ensure that the visa applicants are in fact IIA officials traveling on official business who qualify for A or G visa status. The MFA will forward completed visa applications with an official request in English detailing the purpose of travel and travel itinerary to the U.S. Consular Officer in Baghdad (Baghdad ConOff).

The MFA must submit the following items for each traveler:

- Completed Visa Application Forms DS 156 and DS 157. The MFA should review all applications to ensure that no question on the forms is left blank. Applicants should mark n/a for questions that are not relevant.
- 2. A photograph of the visa applicant taken within the past six months. The photograph must be 2x2 inches with a light or white background, with the applicant facing the camera directly. The applicant should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. It is preferred that the ears are exposed. For women wearing a head-cover, the face should be fully exposed, revealing the hairline at the top of the forehead, the face on each side to the hairline, and the entire jaw and chin.
 - 3. A photocopy of the visa applicant's diplomatic or official passport valid for at least 6 months past the last date the applicant will be in the U.S. (Unless the applicant will be posted indefinitely to the U.S.)
 - 4. An official note in English explaining the purpose of travel, describing meetings to be held in the U.S., and listing the complete travel itinerary from Baghdad to the U.S.

Baghdad ConOff will review all applications to ensure they are complete. Once the application is complete, Baghdad ConOff determine whether to request an NSEERs waiver from Ambassador Jones. Baghdad ConOff will forward a scan of the application to consular section in the U.S. Embassy Amman (Amman ConOff). Original applications will be forwarded to Amman ConOff via DHL (take approximately 5 days).

Amman ConOff will notify Baghdad ConOff immediately if after a review of the visa application, Amman ConOff determines that the applicant would not be qualified for an A or G visa if there were an Iraqi government recognized de jure by the U.S..

MRV FEE

The \$100 MRV fee is waived only for those being issued "diplomatic visas" and not for recipients of official visas. The Iraqi Liaison Office in Amman will be responsible for obtaining MRV fee receipts for recipients of official visas.

NSEERS WAIVER

If Ambassador Jones determines that a waiver of NSEERS is warranted, he will indicate this on the "Request for NSEERS Waiver". Amman ConOff will then annotate the visa "NSEERS Waived, Representative of Iraq".

SAO REQUIREMENTS

Amman ConOff will determine whether an SAO is required based on the scanned visa application. Amman ConOff will notify Baghdad ConOff when an SAO has been requested for an IIA official.

WAIVER OF PERSONAL INTERVIEW

Personal interviews are waived per State 308620, unless Amman Conoff considers an interview necessary or appropriate for the purposes of adjudication.

U.S. VISA PROCESSING

The MFA is responsible for making all the necessary travel arrangements and obtaining permission for the GOI official to enter Jordan.

Upon arrival in Amman, an official from the Iraqi Liaison Office can bring the passport to the U.S. Embassy Amman during standard business hours. If the applicant fulfills the legal requirements under U.S. law to receive a visa, a one-entry, Amman Conoff will issue a three-month visa.

Arsht,	t, Leslye A. (SES)	a contract of the contract of
From:	(b)(6)	186
Sent:	Sunday, December 14, 2003 3:35 PM	M .
To:	Arsht, Leslye A. (SES)	
Cc:	(b)(6)	
Subject	ct: RE: Visa for the Education Minister	
tell you wi to ensure make sure	where it is. The MFA has s VIP Travel U e it's complete and then send it to me wi re it's done quickly, you could wait there bring it over. This is how it's usually dor	the Green Zone close to the al-Rashid hotel. (b)(6) countit in the Office of Protocol. The staff will review the application that a copy of the passport and a diplomatic note. If you want to until its done and then bring it to me. Otherwise, the protocol ne around the world. Does the minister have a diplomatic
(b)(6)		
	States Consular Officer	Or .
Paghdad		4
(b)(6)	Public Number)	
(b)(6)	Direct)	izens and Official Use)
AND DESCRIPTION OF THE PERSON	are U.S. numbers that ring in Bagh	
(b)(6)	are over manipers enacting in Sagin	
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From: Ars Sent: Sat To: (b)(6) Cc:	rsht, Leslye A. (SES) ((b)(6) sturday, December 13, 2003 3:40 PM S L : FW: Visa for the Education Minister	E (*)
From: Ars	nal Message rsht, Leslye A. (SES) hturday, December 13, 2003 11:39 PM	
Subject:	: RE: Visa for the Education Minister	
tomorrow.	 He told me his passport was at the Iral It be ok. When you say MFA do you n 	ome today because I forgot to ask for it. It is top priority for anian Embassy and he was sending a driver to pick it up so I nean (b)(6) ofc. In the Palace or the ACTUAL
Thanks.		es
Leslye A.	A. Arsht	
500 E 500 E	dvisor, Education Ministry	
Republica	can Palace Rm S-206	
Baghdad,	l, Iraq	
(b)(6)	126	

From: (b)(6)

Sent: Saturday, December 13, 2003 2:00 PM

To: Arsht, Leslye A. (SES)

Cc: (b)(6)

Subject: RE: Visa for the Education Minister

Please see the attached procedures and get the visa application to the MFA asap. Please ensure that the application is complete and the photograph meets the requirements – small photos with colored backgrounds do not/not meet the requirements. The MFA drafts a diplomatic note and passes it on to me. We can request to expedite any required security clearances, but you need to get the process started asap. (b)(6)

United States Consular Officer
Baghdad, Iraq

(b)(6)

(These are US numbers that ring in Baghdad)
(b)(6)

----Original Message----From: Arsht, Leslye A. (SES)

Sent: Thursday, December 11, 2003 11:41 AM

To: (b)(6) Cc:

Subject: Visa for the Education Minister

(b)(6)

suggested I contact you for my Minister, the Minister of Education, Dr. Ala'din Alwan, who is scheduled to participate in meetings with the World Bank in Washington D.C. (with visits to the WH, USDept of Ed, etc) departure Jan 10, 2004, I became immediately worried this morning when she told me it could take 30 days to receive the VISA, since we have just that, and the government holidays in the middle. (b)(6) thought there might be a way for you to expedite it. I am leaving for R&R in the US (Dec. 18 tentatively) that will include attending those World Bank meetings so will need my office to be your ongoing contact on progress here. (see ccs above) I would like to get the US VISA application ASAP. Dr. Alwan already has pictures and is, in fact, currently securing a VISA for a meeting of INESCO in Iran.

To sum up:

Can you tell me:

- 1) how to get an application and where to file it?
- 2) the timetable we must meet?
- 3) when we can expect to receive the document?

Thanks very much for your much-needed help.

Leslye

Leslye A. Arsht Senior Advisor, Education Ministry Republican Palace Rm S-206 Baghdad, Iraq

Ministry of Education Directorate General for Administrative and Financial Affairs

Accounting Department

Ref. 122

Date: 17 February 2004

To/ Ministry Of Finance/Minister's Office

Sub/ Spending plan for year 2004

Greetings

In reference to your letter No. 2745/405 dated 9 November 2003, and following our letter No. 1041 dated 19 January 2004.

After we studied the amounts allocated to the various accounts (chapters) in the 2004 year spending plan, it was clear that the plan needed to be amended, as shown in the attached tables, to more properly reflect educational needs and plans, The current spending plan totals (1,050) one trillion and fifty billion Iraqi Dinars.

Please review and approve.

Best Regards

Dr. Ala'din Alwan
Minister of Education
17 Feb. 2004
Copy To/
Governing Council/Secretary General/Please approve the Ministry's suggestions above.
...with respect
CPA -Senior Advisor/ Please approve the Ministry's suggestions above ...with respect.
DG for Accounting/Budget with Priorities.

Ismat February 16

Ministry Of Education Budge for the year 2004

Section	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
1	Salaries	442	663,000*
2	Services	150	225,000
3	Goods	25	37,500
4	Maintenance	20	30,000
5	Capital Expenses	35	52,500
6	Loans and Grants	1	1,500
7	Special Programs	27	40,500
	Total	700	1,050,000

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^{*}Note: Does not reflect 40% increase for salary reserves

Section 1: Salaries

Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
Employee Salaries	442	663,000*
	112	663,000
_		Employee Salaries 442

*Note: Does not reflect 40% increase for salary reserves

Section 1

Section 2: Services

Item	Title	Amount/Millions of US\$	Amount/Millions of Iraqi Dinars
1	Travel	1,166	1,750
2	Official Duties	2	3,000
4	Media	0.033	50
5	Printing	1.333	2,000
6	Postage	0.116	175
7	Fax and Phone	0.233	350
8	Office Rent	0.266	400
9	Equipment Rental	0.016	25
10	Insurance	0.016	25
12	Legal Fees	0.050	75
13	Guests & Delegations	1	1,500
14	Conferences &	2	3,000
	Seminars		
15	Ceremonies	0.066	100
16	Civil Defense	0.100	150
17	Expenses for Non-	0.050	75
	Employees		A CONTRACTOR OF THE CONTRACTOR
18	Miscellaneous	74.443	111,665
19	Participation in Programs	8	12,000
21	Sports & Scouting	2	3,000
22	Extracurricular	1	1,500
	Activities		
30	Janitorial	1	1,500
32	Research & Translation	0.500	750
42	Transporting Materials	0.833	1,250
48	Security	1.666	2,500

51	Stipends	0.040	60
52	Lectures	2.060	3,090
53	Exams	3.333	5,000
54	Meetings	0.006	10
56	Contractors	46.666	70,000
	Total	150	225,000

Section 3: Goods

Item	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
1	Stationary & Periodicals	2,136	3,205
2	Water & Sewage	0.623	935
3	Electricity	0.496	745
4	Fuel	0.463	695
5	Clothes	0.016	25
9	Materials	2.966	4,450
10	Textbooks	16,770	25,155
12	Sports Supplies	1.513	2,270
13	Animal Feed	0.013	20
	Total	25,000	37,500

Section 4: Maintenance of Non-Movables

Item	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
1	Furniture Upkeep	1.100	150
2	Building Maintenance	16,133	24,200
4	Water & Electrical Maintenance	3.133	5,000
5	Equipment Maintenance	1.100	150
6	Vehicle Maintenance	0.333	500
	Total	20	30,000

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Section 5: Capital Expenses

Item	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
1	Furniture	28	42,000
4	Vehicles	2.666	4,000
6	Machinery	3.333	5,000
9	Books and Magazines	0.900	1,350
11	Weapons & Ammunition	0.033	50
14	Animals	0.033	50
15	Supplies	0.033	50
	Total	35	52,500

Section 6: Loans & Grants

Item	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
2	Reimbursements	0.050	75
3	Write-off of Non- recoverable Loans	0.050	75
20	Other Grants	0.900	1,350
A	Scouting Council	0.500	750
В	National Committee for Education, Culture & Science	0.400	600
Xegation	Total	1	1,500

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Section 7: Special Programs

Item	Title	Amount/Millions of US Dollars	Amount/Millions of Iraqi Dinars
56	Reconstruction	27	40,500
	Total	27	40,500

GRAND TOTAL: US\$700,000,000 (seven hundred million) Iraqi Dinars ID 1,050,000,000,000 (one trillion fifty billion)

(b)(6)

From: Arsht, Leslye (OTHER)

Sent: Friday, January 30, 2004 9:33 PM

To: (b)(6)

Cc: (b)(6)

Subject: RE: Reservations for Education Minister of Iraq (again)

(b)(6) could I ask whether Dr. Alwan could have a reservation on AirServ for his return flight from Amman on Wednesday, Feb. 4.

Here is the information I believe you need:

Please provide me with his full name, passport number and nationality

NAME: Ala'din A. Alwan NUMBER (b)(6) b(6) NATIONALITY; Iraqi

Please provide me with his full details and the route he would like to take Depart Amman enroute to Baghdad 4-2-2004 (Feb 4. 2004)(one-way only) He could fly from 11:00 am on.

Thank you for your efforts.

Leslye

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Leslye A. Arsht Senior Advisor, Education Ministry Republican Palace Rm S-206 Baghdad, Iraq

(b)(6) From: Arsht, Leslye (SES) Sent: Friday, February 20, 2004 2:55 PM To: (b)(6) Subject: FW: RE: JAPANESE AID - VEHICLES MOE Leslye A. Arsht Senior Advisor, Education Ministry Republican Palace Rm S-206 Baghdad, Iraq 136 (b)(6) ----Original Message----From: Arsht, Leslye (SES) Sent: Wednesday, February 18, 2004 4:01 PM To: (b)(6) Cc: 86 Subject: RE: RE: JAPANESE AID - VEHICLES MOE I've put this to Dr. Alwan. Will be back to you shortly. Leslye Leslye A. Arsht Senior Advisor, Education Ministry Republican Palace Rm S-206 Baghdad, Iraq (b)(6) ----Original Message-----From: (b)(6) Sent: Tuesday, February 17, 2004 2:25 PM To: Arsht, Leslye (SES) Cc: (b)(6) 136 Subject: FW: RE: JAPANESE AID - VEHICLES MOE Dear Leslye, Following our discussions on Sunday concerning MoFA's misconception that the MoE would not be able to meet the running costs of the requested Japanese vehicles, please see (b)(6)

(b)(6)

e-mail below, suggesting a prototype letter from the Ministry to (b)(6) e-mail below, suggesting a prototype letter from the Ministry to (b)(6) (b)(6) is Dept. Director, Grant Aid Division of MoFA). We are hopeful that such a letter, including supporting evidence of the budget to run the vehicles, should generate a positive response from MoFA. Please contact me if you have any questions. I will also drop by your office to discuss this with you. Regards, (b)(6) Programme Manager

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(b)(6)

----Original Message----

From: (b)(6)
Sent: Tuesday, February 17, 2004 2:11 PM

To: (b)(6)

Subject: RE: RE: JAPANESE AID - VEHICLES MOE

(b)(6)

Pls pass on my regards to Leslye.

I managed to agree with (b)(6) at the meting on Thursday that we could explain MOFA's concerns to MOE to give MOE the chance to rebutt the 'misinformation' that seems to have come , according to (b)(6) from JICA in Amman.

We (MOE) therefore have the chance for the Minister to send (b)(6)—something perhaps to the effect :

Dear Mr (b)(6)

I understand my submission of January 13 for Japanese Emergency Grant Assistance to the Ministry of Education was discussed at a meeting you held with officals from JICA, JICS and Crown Agents in Tokyo last week.

The JICS/Crown Agents Representative has relayed some concerns that you been adised of over the Ministry of Education's capacity to meet the recurrent costs of operating these vehicles throughout Iraq in support of the nationwide Education Programme. I would relish the opportunity to discuss the programme with your goodself, or one of teams of experts in Amman, but in the meantime can I explain the situation we find ourselves in at the present time.

As mentioned in my letter of 13 January, the Ministry of Education had been scheduled to receive a new fleet of vehicles under the final phases of the UN Oil For Food Programme. For reasons beyond our understanding, this requirement was not included for funding. This lack of transport capabilty has left the Ministry of Education in a very difficult situation with respect to carying out the urgently required reforms and rehabiliation of the Education system. THIS BIT NEEDS TO BE TWEAKED AND PADDED OUT WITH ACTUAL INFO. In anticpation of receiving vehicles under the OFF programme, MOE had set aside x dinar from the 2003 budget and x dinar form the 2004 budget for the recurrent costs of the operation of its new vehicle fleet and the salaries of the drivers and other transport staff. These amount would have allowed the central ministry and departmental vehicles to operate and for a bussing system to be made available free to all pupils who need to be transported to their place of education. It hould be pointed out that, due to the extremely low price of fuel in Iraq, the operating costs may seem out of all proportion with those in the Western World.

We look foward to receiving your thoughts on this explanation and youre postive news with respect to assitiance to our vital (for Iraq's future) Educational Programme.

j.đ

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----Original Message----From: (b)(6) 15 February 2004 12:33 Sent: (b)(6) Subject: FW: RE: JAPANESE AID - VEHICLES (b)(6)Please see exchange of e-mails below between myself & Leslye Arsht (Senior Adviser to MoE), with the last e-mail being from the Minister of Education, Dr. Alwan. The Minister's reply is quite explicit, but what form of reply do you think would satisfy MoFA's concerns ? Regards, (b)(6) Programme Manager Room 234-A (b)(6) ----Original Message----From: Ala' Alwan ((b)(6) D 136 Sent: Sa To: (b)(6) Saturday. February 2004 7:16 PM Subject: RE: RE: JAPANESE AID - VEHICLES No idea where this came from. We have repeatedly issued instructions not to allow any kind of fees taken from students and our budget can definitely cover these costs. It seems that the cars business is going to be a lengthy process, Thanks to (b)(6) I can not understand why other MInistries have a surplus from the OFFP and we were not allowed. >----Original Message----186 >From: (b)(6) >Sent: 02/14/04 - 07:21 >To: (b)(6) >Subject: RE: RE: JAPANESE AID - VEHICLES >Leslye, >Thanks for your reply - I'm just rushing off now, so will come round to >your office tomorrow to discuss how we can put this rumour to rest. >Regards, (b)(6) (b)(6) >Programme Manager >Room 234-A (b)(6)

>----Original Message---->From: Arsht, Leslye (SES)

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>Sent: Saturday, February 14, 2004 4:11 PM
>To: (b)(6)
>Cc:
>Subject: RE: JAPANESE AID - VEHICLES
>Importance: High
>I have no idea where this rumor came from about the Ministry not having
>the funds to run the buses. No one has ever asked this of me. I have
>included Dr. Alwan on this e-mail so that he can see your note and help
>me with the reply. I will be around this evening and tomorrow.
>Thanks.
>Leslye
>Leslye A. Arsht
>Senior Advisor, Education Ministry
>Republican Palace Rm S-206
>Baghdad, Iraq
(b)(6)
                               A B F
>----Original Message----
>From: (b)(6)
>Sent: Saturday, February 14, 2004 10:32 AM
>To: Arsht, Leslye (SES)
>Subject: JAPANESE AID - VEHICLES
>Leslye,
(b)(6) has been in Tokyo for the past few days and has been
>following up some issues directly with MoFA. One of the issues
>discussed was the potential supply of vehicles to the Ministry of
>Education. It appears that the Japanese have a concern (apparently
>reported to them by the JICA office in Amman) that the MoE does not
>have the financial resources to run these buses on a day-to-day basis
>and would therefore be forced to charge bus fares to the students, thus
>generating a divide between the "haves' & "have
>nots."
          1 4 Jan 1985
>If there is any way in which we can refute this assertion, i.e. by
>indicating access to a budget for the running of the buses, we would be
>in a much stronger position to press the MoE request for the vehicles.
>Could I drop round to see you and discuss our response to this query ?
>Regards,
(b)(6)
> Programme Manager
>Room 234-A
 (b)(6)
                                      BL
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THIS E-MAIL MAY CONTAIN CONFIDENTIAL, AND/OR PRIVILEGED INFORMATION INTENDED FOR USE OF THE ADDRESSEE ONLY. IF YOU ARE NOT THE ADDRESSEE, OR THE PERSON RESPONSIBLE FOR DELIVERING

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(D)(6)	
From:	(b)(6)
Sent:	Saturday, February 21, 2004 10:06 AM
To:	Arsht, Leslye (SES)
Cc:	(p)(e)
Subjec	t: RE: Letter from Iraq's Minister of Education
Leslye,	
Thank you progressir MoFA.	u for this. We hope this will answer the questions raised in Amman & Tokyo and facilitate this project ng satisfactorily. I am forwarding the Minister's letter to Mr. (b)(6) Dept Director of Grant Aid Division in
For your in personnel	information, (b)(6) is also attending a workshop in Amman next week with JICA & JICS I.
Regards,	
(b)(6)	in the latest the second of th
-	e Manager
Room 234- b)(6)	Bb
	rom: Arsht, Leslye (SES)
S	ent: Friday, February 20, 2004 10:18 PM
	o: (b)(6)
	ubject: Letter from Iraq's Minister of Education
	s you requested, here is the signed (scanned) letter from the Minister referring to the recurring costs for ne vehicles. I have the paper original as well.
В	est,
Le	eslye
Se	eslye A. Arsht enior Advisor, Education Ministry epublican Palace Rm S-206 aghdad, Iraq
	D)(6)



MINISTRY OF EDUCATION BAGHDAD, IRAQ

20 February 2004

Dear Mr (b)(6)

I understand my submission of January 13 for Japanese Emergency Grant Assistance to the Ministry of Education was discussed at a meeting you held with officials from JICA, JICS and Crown Agents in Tokyo last week.

The JICS/Crown Agents Representative has relayed some concerns that you been advised of over the Ministry of Education's capacity to meet the recurrent costs of operating these vehicles throughout Iraq in support of the nationwide Education Program. I would appreciate the opportunity to discuss the program with you, or with one of the teams of experts in Amman, but in the meantime I can explain the situation we find ourselves in at the present time.

As mentioned in my letter of 13 January, the Ministry of Education had been scheduled to receive a new fleet of vehicles under the final phases of the UN Oil For Food Program. For reasons beyond our understanding, this requirement was not included for funding. This lack of transport capability has left the Ministry of Education in a very difficult situation with respect to carrying out the urgently required reforms and rehabilitation of the Education system. In anticipation of receiving vehicles under the OFF program, MOE had set aside adequate funds from the \$ 700 million 2004 budget for the recurrent costs of the operation of its new vehicle fleet and the salaries of the drivers and other transport staff. These amounts will allow the central ministry and departmental vehicles to operate and for a bussing system to be made available free to all pupils who need to be transported to their places of education.

We look forward to receiving your thoughts on this explanation and to your positive news regarding assistance to our Education Program which is vital for Iraq's future.

Sincerely.

Dr. Ala'din Alwan

Minister of Education

Ala'din Alwan

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A STATE OF THE STA

The Minister of Education in Iraq is Dr. Ala'din Alwan. He was appointed by Iraq's Governing Council September 3, 2003. A native of Baghdad, he received his medical degree from the Alexandria Medical College, and post graduate qualifications from the Royal Colleges of Physicians in the United Kingdom. He served as Dean of and Professor at the Medical College at al-Mustansiriyh University, Baghdad. He left Iraq in January 1992, to go to the World Health Organization (WHO), where he served as WHO chief of mission in Jordan; previously he also served as head of WHO department of chronic non-communicable diseases in Geneva; and WHO head of mission in Oman and Jordan. He held several positions in the Iraqi Ministry of Health and the Iraqi Ministry of Higher Education. Dr. Alwan and his wife have three daughters.