



Sustainability Development Center



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Work Plan and Distribution of Tasks

General Supervision

N	Name	Position
1	Prof Hassan Al-Numani 	University President
2	Prof Khaled Abd Ellatif Omran 	General supervisor
3	Dr. Asmaa Mahmoud Qadri 	General Coordinator for Support and Review



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Standards Team

N	Members	Standard
1	Dr. Mohamed Youssef Al-Aref + Dr. Yasser Abdel Fattah  	Infrastructure and facilities
2	Dr. Nawal Fathi 	Water
3	Prof. Talaat Ali Ahmed + Prof. Ahmed Al-Asqalani 	Transportation



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4	Prof. Emad Samuel + Dr. Asmaa Qadri + Dr. Amr Abdel Hamid 	Education and scientific research
5	Prof. Mahmoud Salem + Dr. Alaa Abdel- Samie Mahmoud 	Energy and climate change
6	Prof.. Ashraf Okasha + Prof. Ahmed Youssef 	Waste
7	Dr. Mohamed Abu Zahad + Dr. Samir Abu Al-Majd Muhammad + Mr. Amr Abdel Rahim 	Governance and Digital Transformation



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Electronic portal team

N	Name	Task
1	Mr. Taha Ahmed Khalaf 	Overseeing updates to the Arabic and English websites
2	Mrs. Jihad Abdellah Mahmoud 	Translation, proofreading, and reviewing files before uploading them to the platform.

Public Relations and Media Center Team

N	Name	Task
1	Mrs. Rasha Mahmoud Mehran 	Facilitating access to banners, certificates, and other printed materials related to the files.



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2	Mrs. Nesma Ragai	Documenting green events and initiatives through videos and photographs.
3	Mrs. Ghada Nour Muhammad 	Preparing invoices and financial accounts related to public relations activities required for the competition.
4	Mrs. Thuraya Ali Muhammad Abu Hajji 	Compiling news articles and photographs published during the past year and providing them to standards coordinators and website administrators, as well as collecting and sharing news related to preparatory meetings.
5	Mr. Ashraf Salah Al-Saqati 	Compiling and providing photographs of green events and initiatives.



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6	Mr. Mina Hosny Fikry 	Compiling and providing photographs of green events and initiatives.
7	Mr. Muhammad Al-Wardani 	Compiling and providing videos of green events and initiatives.

Administrative and support team

N	Name	Task
1	Mr. Ihab Muhammad Hussein 	Compiling and providing documents, decisions, and administrative orders related to the classification file.



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2	Mr. Ahmed Abu Al-Hamd Hammam 	Providing images of correspondence related to the classification file.
3	Mrs.Shereen Ahmed Kamal	Managing secretarial services, coordinating meetings, preparing meeting minutes, and handling required documentation.
4	Mrs.Samar Mohammed Hemdan	Managing secretarial services, coordinating meetings, preparing meeting minutes, and handling required documentation.
5	Mrs.Shereen Ahmed Ali	Environmental Affairs Department and Sustainable Development Center Documentation



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Mr. Antar Ibrahim
Mohammed (University
(Security



Monitoring and counting vehicles
entering the university at all locations,
including motorcycles in external
parking areas.