

## NOTE FOR THE RECORD 01/11/06

**To: ALDA, LDA Georgia partners**  
**From: J. Khakhaleishvili – LDA Georgia Delegate**  
**Subject: Activity report 01-15/11/2006**  
**Date: 16 November 2006**

### **1. General observation of situation in Georgia**

Since 10th of November Georgia has a new/reshuffled cabinet of ministers. President Saakashvili said that he has appointed Irakli Okruashvili as new Economy Minister because Russia's aggression towards Georgia is mainly targeting the economy. Chief of Financial Police Davit Kezerashvili replaced Okruashvili as the Defence Minister. In other changes in the cabinet, Economy Minister Irakli Chogovadze was appointed as the General Director of the state-run Georgian Oil and Gas Corporation (GOGC), replacing Davit Ingorokva. Agriculture Minister Mikhail Svimonishvili became Governor of the western region of Guria, while Petre Tsiskarishvili, the governor of the eastern region of Kakheti, replaced Svimonishvili as Agriculture Minister. Akaki Bobokhidze became Governor of Imereti region once again. Unofficially Okruashvili's controversial statements about breakaway South Ossetia's reunification deadlines (as he says, he would resign from the Defence Minister's position if Georgia fails to reunite breakaway South Ossetia by January 1, 2007.) were the major reason behind the cabinet reshuffle.

Two rival, parallel elections in breakaway South Ossetia ended quietly on Sunday evening. The elections organized by the secessionist authorities will most likely result in the re-election of Eduard Kokoity as South Ossetian 'President,' and the referendum will most likely result in an overwhelming yes to independence. The 'alternative polls' informally backed by Tbilisi will bring ex-South Ossetian prime minister Dimitri Sanakoev as an alternative 'leader' of the region, and the alternative referendum will most likely result in a yes to launch talks with Tbilisi on creating a unified federal state with Georgia.

In his address to the European Parliament in Strasbourg on November 14 President Saakashvili reiterated his government's readiness to conduct a constructive dialogue with Russia based on mutual respect. He said that the process of Georgia's Euro-Atlantic integration "has become challenging for us," but added that Tbilisi will not divert from this path despite Russia's pressure. After the official part a wine-testing of Georgian wines and performance by participation Georgian National Choir Dance and Song were organized and as it was mentioned such kind of event was organized first time in the building of EP.

Situation in Kutaisi is the same; we have a new Head of Sakrebulo Mr. Amiran Khavadagiani. He was a rector or Kutaisi State Technical University, the Gamgebeli (mayor) or city still isn't appointed.

### **2. Conducted activities**

Since arrival in Georgia after my working visit in Europe I stayed 3 days in Tbilisi to wait for my luggage which was lost somewhere between Amsterdam and Tbilisi. So from 1<sup>st</sup> of November I continued my work at the office. As we still have a problem to transfer budget funds to Kutaisi, I used the part of sum (about 400 euros out of 530) which Antonella gave me as a reimbursement of my own expenses I had before my travel to Europe to make some urgent payments for office like internet and phone bills, for installation of office security equipment, for installation of computers and intranet, for announcement of assistant vacancy and logo design.

Re-registration issue of LDA Georgia is in the process. As I already mentioned in my emails I received agreement from KNIA to cancel registration of already existed LDA and include the organization in the list of new founders. New draft statute of organization is already developed by participation of GYLA, for Monday I'll have an English version of the statute and send it to you. I'd like to ask you send your comments or questions on it and plus I'm waiting for the information from you about your participation in the registration process. More detailed info you can find in my emails sent to you on 8.11 and 9.11 "Registration of LDA Georgia".

Announcement for assistant position and for logo design are in the advertisement process. You can find the on following links [www.jobs.ge](http://www.jobs.ge); [www.humanresource.ge](http://www.humanresource.ge):

During the reporting period I also worked on the identification of possible topic for youth project in Kutaisi. I had meetings with the GYLA, World Vision, Youth Department, Resource Center (former department of Ministry of Education and Science) and 2 local NGOs working on youth problems. During discussion all of them supported the idea that instead of to organize a single education campaign, as we already agreed, to establish "Youth House" in our city, which will be more sustainable and there is real need of such kind of institution in Kutaisi and whole Imereti Region. As we discussed during the meeting, the House will serve as a institution or organization which will be focused on several important issues like: Coordination and support of local and international organizations working on youth issues and problems; Support youth development and empowerment through education of youth in different fields – business, life skills, environment, healthy life-style, basic low and etc; Support and lobbying youth employment; Protection of youth interests and support active citizenship and others. Therefore, we will have one united and coordination body on youth issues. Most of activities listed above also are the priorities of central and local governments, so we think that idea will be very interesting for new government. As for building for House, we think to organize meeting with the participation of all local and international NGOs operating in Imereti Region and to develop petition to the local government to help us regarding office space, or apply to donor organizations for funds to purchase the building. Amount provided by donor "House" can use for payment to different trainers, experts and consultants or organizations which will be haired on contractual base through tender selection and provide different services for youth. I'm waiting for your feedback on the topic of project and than I can to go ahead to develop the proposal.

I also applied for the participation in "Seminar on the Participatory Element of Democracy", organized by the INGO Conference of the Council of Europe as a Contribution to the Forum for the Future of Democracy, but still I don't know what the decision is.

### **3. Future plans**

Of course there are many issues to be organized and developed, but I think first of all we should complete the registration process and receive official status. Then I think we should finish set upping the office (at list heater and printer).

Next priority I think is visibility issues. Since we have a logo we can start to work on development website and brochure.

It is also important to start meetings with different local and international organizations to inform them about LGA Georgia, but I think we should have something in our hands to represent LDA in a professional manner.

GYLA also is waiting for funds to start project implementation. They already did some activities under project and don't won't to stop the process.

**NOTE FOR THE RECORD 01/12/06**



**To:** ALDA, LDA Georgia partners  
**From:** J. Khakhaleishvili – LDA Georgia Delegate  
**Subject:** Activity report 01-15/12/2006  
**Date:** 16 December 2006

## **1. General observation of situation**

- On 12<sup>th</sup> of December French ambassador Philippe Lefort and Vice-Mayor of Lyon Allen Joly visited Kutaisi. They had meetings with regional and local authorities and finally Vice-Mayor and Mayor signed an agreement on “Decentralized Cooperation among Lyon Urban Unity and City of Kutaisi”. The main issue of agreement is to strengthen linkages existed among Lyon and Kutaisi since 2004. The priority spheres are urbanism; organization of public services and amenities; water supply system and garbage management.

Based on agreement technical staff from above mentioned spheres will be trained by French trainers in Kutaisi as in Lyon. I think signing of such kind of document is very good basement to continue working on involving Lyon in LDA Georgia’s network.

## **2. Conducted activities**

- At the beginning of month, 3-4 December, I participated in the Seminar on the “Participatory Element of Democracy”, organized by the INGO Conference of the Council of Europe in Strasbourg. Seminar was interesting as by context as by the opportunity to meet representatives form different NGOs from different countries. Clare (she also participated in the seminar) and I also use the chance and met Mr. Stephen F. Howarth (permanent Representative of the UK to the COE), who was one of the reporter. We make a short presentation about LDA Georgia and its partners, of course mainly focused on lead partner Newport and informed the Ambassador about future plans of our partnership.
- During the visit in Strasbourg with Martial and Clare I also participated in the meeting with representatives of Strasbourg Mayor’s office. Strasbourg expressed willingness to join LDA Georgia’s partners’ network from 2007. They also agreed on Martial’s suggestion to arrange next partner meeting in Strasbourg and to sign Memorandum of Understanding.
- One more meeting during the visit in Strasbourg was with Mr. Mindia Ugrekhelidze – owner of house, in which LDA’s office is located. 4<sup>th</sup> December Clare, Dorothee, Lukas and I met him. He welcomed us very warmly. We informed him about purpose of our visit. He clearly mentioned that, as a judge of European court he won’t to be connected to some financial issues like renting house for 150 euros. Meanwhile he mentioned that Madonna has more rights, as his representative, to manage the house then he has himself. As Mr. Ugrekhelidze mentioned important for him is to see agreement and cooperation between organizations operating in the house. So after discussion we agreed to send to judge signed Memorandum of Understanding which already was agreed with Madonna. That’s all he asked us.

Unfortunately, as you already know in any cases we should leave the house because of enlargement of ELC. Hope as Madonna mentioned in her email, she will help us to find out another office and allow us to stay in the house till the decision of the problem.

- Issues related to the visibility. You can see on the top of page LDA Georgia logo; I like it very much, so we got it. I already started working on development of website and possible address for it will be [www.ldageorgia.ge](http://www.ldageorgia.ge). Hopefully the first version we will have before the New Year. For development of LDA's website I'd like to ask all partners and ALDA to send following information:
  - a) Internet link of organization as for city (Newport; Monfalcone; Nantes)
  - b) Logo
  - c) Address, info on contact person
  - d) Brief (half page) description activities and etc.

As we are changing the office I cancelled preparation of banners in front of office building, because may be we need to change size and material. Some preliminary activities are also conducted regarding development of booklet related to the LDA's opening ceremony, history of relations before opening, future plan etc. I'd like to ask you to send some important photos related to the above mentioned events.

One small but good thing was also done. LDA Georgia is included in the "Directory for Humanitarian and Development Contacts 2007", developed by UNDP, so make a small step to be achievable for Georgians as for foreigners.
- Today I received verbal confirmation from UK Embassy in Tbilisi regarding purchasing the fax machine for LDA Georgia. Next Monday we agree on details and specifications. I'd like to thank all who participated in the process especially Bernard for his efforts for successful decision of the issue. Meanwhile I already purchased other equipment for the office 3 in 1 equipment (printer, scanner and Xerox); Memory stick; Headset and video eye; all equipment will be provided and installed on coming Tuesday. I also purchased heater for the office and if Russia doesn't cut off the gas we will have a pleasant atmosphere in the office.
- Regarding registration. You already received YLA's answer on question related to the responsibilities and also Antonella's comments on it. So if there is no more question and/or remarks and/or doubts regarding to the constitution we can go ahead. If still something isn't clear please send your question to me till 25<sup>th</sup> December and I provide you with additional info or clarifications.

### **3. Future plans**

- Of course one of the first priorities now is to start cooperation with local government about new office.
- Meanwhile I think to complete assistant selection process and from New Year to have her/him or board.
- Development of website and booklet is in the process and it will be continued
- Once again I would like to ask you to send your comments and remarks regarding new draft constitution and English version of your constitution and letter of authorization.

## NOTE FOR THE RECORD

**To: LDA Georgia partners**  
**From: J. Khakhaleishvili – LDA Georgia Delegate**  
**Subject: Monthly activity report**  
**Date: 25 October 2006**

Dear partners, I would like to inform you about activities conducted by LDA Georgia during October 2006. As you are informed I started my activities as a Delegate since October 2<sup>nd</sup> 2006. During the short period (8 days ) before my travel to Europe the following issues were accomplished.

- ✓ The security system was installed
- ✓ New phone number (+ 995 331) 494 40 was issues for LDA Georgia and installed in the office.
- ✓ Computers donated by Urban Institute and intranet system for office were established
- ✓ Internet also is available. Our e-mail address is [ldageorgia@aldaintranet.org](mailto:ldageorgia@aldaintranet.org)

12<sup>th</sup> of October I arrived in Istanbul to receive Croatian visa. 16<sup>th</sup> October I arrived in Zagreb. During my stay in Croatia I participated in the evaluation seminar on “Action of capacity Building for Local Authorities and NGOs in South-eastern Europe” project. 20<sup>th</sup> of October I also participated in 10<sup>th</sup> year anniversary of LDA Sisak, where I made a speech about political and internal situation in Georgia. Since 21<sup>st</sup> of October I was at ALDA office in Vicenza for training and also visited city Of Monfalcone, which is the one of the partner of LDA Georgia. I had a meeting with Lucio Gregoretti - Head of cabinet and international relations. I received information regarding situation in the city, implemented and on going local and international projects. There were identified two spheres in which city of Monfalcone can assist our LDA; it is public administration and management of tourism.

Now about future plans.

Of course there are some technical, as logistic issues still needs to be addressed. For example some activities should be conducted to renovate office space, office equipment printer, Xerox, fax machines should be purchased, heating equipment should be purchased and installed, logo of organization should be designed, assistant of Delegate should be appointed etc.

The most important issue among all is the re-registration of organisation. As I was informed by our partner organization GYLA, according to Georgian lows there are no restrictions for Georgia non-citizens and organizations to establish local NGO in Georgia, so based on the information I think that the best option is LDA Georgia will be re-established by the partner international organization. After my arrival in Georgia I'll provide you with more detailed info regarding to the re-registration. Only after this LDA Georgia can open bank account, develop stamp etc.

Regarding visibility and PR activities. First off all we need to design logo for our organization. To accomplish this task I think best option is to announce competition via Internet for designing of LDA Georgia's logo with some financial award (100 EURO). This is also one way to introduce society about LDA Georgia. There are several activities I think will be important for visibility and PR campaign

- ✓ Design brochure (info about ALDA, LDA Georgia, partners, projects, future plans etc) and distribute in Kutaisi as in Tbilisi through Council of Europe
- ✓ As brochure will be developed we can establish and design LDA website and place all info on it.
- ✓ One of the possible activity is to place the banner on most visited Georgian sites like jobs.ge; geoforums.ge and etc.
- ✓ To participate in monthly NGO meetings hosted by different local and international NGO located in Kutaisi.
- ✓ The PR campaign conducted under "court trial simulation project", implemented by our partner GYLA, can be also used as one of the possibility to inform different stakeholders about LDA Georgia.
- ✓ To organize PR meetings with participation of government, NGOs and mass media representatives.
- ✓ Also very helpful will be the official letter from ALDA to different embassies, international organizations located and functioning in Tbilisi, to introduce them LDA Georgia and ask about further cooperation and assistance. At the same time CE can be as a main "promoter" of LDA.
- ✓ Meetings with newly elected City Council and mayor should be arranged.

I, Joseph Khakhaleishvili certify, that 5th October I paid 42.00 (forty two) GEL to representatives of phone station for 60 meters of phone cable.

Date:

Signature:

## NOTE FOR THE RECORD 01/11/06

**To: ALDA, LDA Georgia partners**  
**From: J. Khakhaleishvili – LDA Georgia Delegate**  
**Subject: Activity report 16-30/11/2006**  
**Date: 1 December 2006**

### 1. General observation of situation

- Situation in Georgia is quite. Our government is working on to identify future possible gas provider for winter period, since Russia increase the price for 1 m<sup>3</sup> from 110 \$ to 230\$. There are 2 possible providers Azerbaijan and Iran. Final decisions will be made in December, after completion of negotiations. Hopefully we will have a “warm” New Year, Christmas and the whole winter
- In Kutaisi the Gamgebeli (Mayor) finally was appointed. As I already informed you he is Mr. Bakuri Balanchivadze, but unfortunately the executive branch still is in the formation process and government is ineffective. No one knows how long the formation process will take and this situation once again confirms that our government (ruling party) really have a problem to find out professional human resources inside of the “cycle”.

### 2. Conducted activities

- During reporting period I mainly was busy with the meetings in Tbilisi and Kutaisi with different international and local NGOs. The purpose of meetings was to receive right information about situation in Abkhazia and S. Ossetia conflict zones, about on going projects, needs of population etc. Based on the collected information I think we should focus on to problems.
- First is to target Gali Region (conflict zone) with coalition of Abkhazian NGO and to implement "Civil Society development and empowerment project", which is really innovative and necessary for the population of above mentioned area, and it was mentioned during meetings with I.Gaon (COE) and M.Christensson (UNDP). Of course preparation and development of that kind of project needs more resources as human as financial, but once again will be first serious project implemented in Gali. Second is to target several IDP centers in Imereti and implement project "Integration of IDPs in Local Society", which includes different type of trainings, focus group discussions, debates for IDPs to empower them and support their integration in local society. As a target area we can cover IDP centers located in Kutaisi and plus some centers from Tskaltubo, which is located 10 km far from Kutaisi. In that case we also can to develop a coalition project with one of the local NGO experienced in IDP issues and problems. There is one more idea related to the micro -credit programs for IDPs. Idea is to train IDPs on business management, teach them how to develop proposals and then based on the business plan to issue small size credits for them, as for IDPs who already have a business and needs small financial support. Of course in that case project budget should be high.
- Regarding youth project. As I already mentioned in previous NFR, initiative group (YLA; World Vision Int; Youth Department; Recourse center of Ministry of Education and 2 local NGOs) finally agreed on the project idea to establish in Kutaisi “Imereti Youth House”. House will serve as a institution or organization which will be focused on several important issues like: Coordination and support of local and international organizations working on youth issues and problems; Support youth development and empowerment through education of youth in different fields – business, life skills, environment, healthy life-style, basic law and etc; Support and lobbying youth

employment; Protection of youth interests and support active citizenship and others. Therefore, we will have one united and coordination body on youth issues. The idea was also supported by ALDA, so after my arrival from Strasbourg (6<sup>th</sup> December) the draft proposal will be developed.

- About visit in Strasbourg. As you are aware I've applied for the participation in Seminar on the Participatory Element of Democracy", organized by the INGO Conference of the Council of Europe as a Contribution to the Forum for the Future of Democracy. So I received approval on it and 2-5 December I'll be in Strasbourg to participate in Seminar and also will use the chance to meet with Mr. Mindia Ugrekhelidze – our office owner and hopefully to finalize all office rent related issues with him. Meanwhile I developed the draft of "Memorandum of Understanding" which, after ALDA's approval will be sign by KNIA, Language Center and LDA Georgia. Also in Strasbourg I'll receive the money for office operation which really helps me finally to set up office.
- As you know 27<sup>th</sup> November was a deadline for submission of applications for assistant position and for logo design. We received 25 applications for assistant and 10 for logos. I'm waiting for Chiara's opinion, others agreed on the logo developed by Koba Kurdadze. As for assistant the selection chart was completed by me, when Martial and Antonella do the same we will have a shortlist of interviewees and set up the day for interview.
- Letter to the His Excellency Donald MacLaren of Mac Laren (British ambassador) regarding fax machine was sent, but we still don't have an answer from embassy.
- You already received new draft of LDA Georgia constitution in English. I'm still waiting for your comments and remarks, also please till 10<sup>th</sup> December send to me via email English version of your organization's constitution and authorization letter for the person who will sign the LDA's constitution, as founder, in Kutaisi.
- Yesterday I participated in NGO monthly coordination meeting in Kutaisi, where 25 representatives of different local and international NGOs working in Imereti region participated. I informed participants about LDA Georgia, about partners, future plans and projects, informed them about first project implementing with YLA and also distributed printed materials related to opening ceremony. (This is only material I have regarding LDA Georgia). So I can say that about 90% of NGOs working in Imereti are familiar about LDA's existence in Georgia, I hope sooner they recognize us by our successful projects. There is one issue I'd like to mention. Kutaisi mayor's office in coalition of three local NGOs won EU grant for "environmental Development of Kutaisi" which include, as representatives mentioned, separate collection of plastic bottles, PR campaign on garbage collection, in one word I'd like to ask Clare to send me contact info of "waste savers" from Newport, we visited during my visit in Newport. So we can help Kutaisi government to help in successful implementation of their project.

### **3. Future plans**

- Of course one of the first priorities after receiving of budget fund is to finish installation of floor tile in the office and to purchase office equipment printer, Xerox, heated, etc.
- Meanwhile I think to complete assistant selection process and from New Year to have her/him or board.
- As we almost agreed on the logo design I think we can start development of LDA Georgia web-site as printed materials related to LDA Georgia and ALDA. This will help us to go forward regarding visibility issues.
- Hopefully till the end of the year we will have a final drafts of two project related to youth and conflict management.
- Once again I would like to ask you to send your comments and remarks regarding new draft constitution and English version of your constitution and letter of authorization.

**NOTE FOR THE RECORD 02/12/06**



**To:** ALDA, LDA Georgia partners  
**From:** J. Khakhaleishvili – LDA Georgia Delegate  
**Subject:** Activity report 16-29/12/2006  
**Date:** 29 December 2006

## 1. General observation of local situation

Situation in Kutaisi is the same. Whole city as whole country and world is in preparation process to meet new year better than in 2005, New-Year's tree is 4 meter higher than in 2005 and is 17 meters, Kutaisi is covered by snow, for the time being we have gas and electricity, we so are almost are ready to thank 2006 and to celebrate new 2007.

## 2. Conducted activities

- As I mentioned in previous NFR, one of the first priority for us is to find out the new office. Head of Sakrebulo and Mayor are already informed about situation, but without Governors permission they can't make any decision (he is in Tbilisi. This is Georgian reality). As Head of Sakrebulo and Mayor promised after New Year's days they can organise the meeting to discuss the possibilities what they have. From her side Madonna also is trying to find out some buildings which will be appropriate for us. So hopefully after Christmas, 7<sup>th</sup> January we will have a meeting and preliminary decision of office problem.
- 28<sup>th</sup> of December I had interviews with candidates on my assistant's position. Out of 25 CV's we select 6 persons for short list. Out of that 6 yesterday after interviews I decided to offer the job to Ms. Thea Nutsubidze. She has enough experience working on similar positions for different international and local NGOs (CV is attached). She fills the position form January 2007. Hope She justifies our confidences and will be the deserving member of our big "Family".
- Re-registration process is still staying on the same place, except Antonella's comments I didn't receive any other info about final decision. **Dear partners, please inform me about your decision till 10<sup>th</sup> January (this is the third deadline). We should speed up the process because from one side it is very difficult to be registered and at the same time not to be and we don't have any bank account for receiving any funds from donors, which really is slowing down LDA's development.**
- As I mentioned in previous NFR the web address [www.ldageorgia.ge](http://www.ldageorgia.ge) is reserved for our organisation. After Christmas holidays we officially received the confirmation from service Provider Company. The draft version of web page is also developed, you can see attached file. **Once again I'd like to ask partners and ALDA to send following information for web site:**
  - a) **Internet link of organization as for city (Newport; Monfalcone; Nantes, Vicenza)**
  - b) **Logo**
  - c) **Address, info on contact person**
  - d) **Brief (half page) description activities and etc.**
  - e) **Photos related to LDA Georgia and your relation with Kutaisi.**Some preliminary activities are also conducted regarding development of booklet related to the LDA's opening ceremony, history of relations before opening, future plan etc. I'd like to ask you to send some important photos related to the above mentioned events.

- During reporting period YLA organized the first meeting with 45 students to select candidates for "Students for Women's Rights" project. After interviews they set up two groups with 15 -15 students in each. Active work began after two days, and they already had held 9 seminars. It was hard to organize in short of time, but the events they had in schedule are already done in accordance of the Activity Plan. In January YLA plans to conduct PR campaign of project and organize opening ceremony. Also trainings will be continued and new participants will be selected.

### **3. Future plans**

- Of course one of the first priorities now is to star cooperation with local government about new office.
- Development of website and booklet is in the process and it will be continued
- Meeting with "London donor" in Batumi to finalize issues related to "Youth Project"
- Once again I would like to ask you to send your comments and remarks regarding new draft constitution and English version of your constitution and letter of authorization and info for web site: **Internet link of organization as for city (Newport; Monfalcone; Nantes, Vicenza); Logo; Address, info on contact person; Brief (half page) description activities and etc.; Photos related to LDA Georgia and your relation with Kutaisi and Georgia.**