

Election Administration of Georgia
Central Election Commission of Georgia

Decree No 7/2012

3 February 2012

Tbilisi

**On the Approval of the Statute of the Legal Entity under Public Law called the Electoral Systems
Development, Reforms and Training Centre**

On the basis of Article 14(1)(z²), Article 30(3) and Article 77(5) of the Organic Law of Georgia - the Election Code of Georgia, Article 6 of the Law of Georgia on Legal Entities under Public Law and Article 61 of the General Administrative Code of Georgia, the Central Election Commission (CEC) of Georgia **establishes** that:

Article 1

The annexed Statute of the Legal Entity under Public Law (LEPL) called the Electoral Systems Development, Reforms and Training Centre shall be approved.

Article 2

Decree No 4/2010 of the CEC of 6 January 2010 on the Approval of the Statute of the LEPL Electoral Systems Development, Reforms and Training Centre shall be declared void.

Article 3

This Decree may be appealed to the Administrative Cases Panel of the Tbilisi City Court (address: No 6, 12th km, David Agmashenebli Alley) within two calendar days after its adoption.

Article 4

This Decree shall enter into force upon its promulgation.

CEC Chairperson **Z. Kharatishvili**

CEC Secretary **G. Mchedlidze**

Amendments made:

1. Decree No 36/2013 of the CEC of 3 September 2013 - website, 3.9.2013
2. Decree No 2/2014 of the CEC of 11 February 2014 - website, 12.2.2014
3. Decree No 6/2014 of the CEC of 21 February 2014 - website, 21.2.2014
4. Decree No 47/2014 of the CEC of 26 December 2014 - website, 26.12.2014
5. Decree No 2/2015 of the CEC of 26 January 2015 - website, 26.1.2015
6. Decree No 3/2015 of the CEC of 29 January 2015 - website, 29.1.2015
7. Decree No 4/2015 of the CEC of 10 February 2015 - website, 10.2.2015
8. Decree No 8/2015 of the CEC of 6 March 2015 - website, 9.3.2015
9. Decree No 26/2015 of the CEC of 22 April 2015 - website, 22.4.2015
10. Decree No 9/2016 of the CEC of 19 January 2016 - website, 20.1.2016
11. Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016
12. Decree No 21/2016 of the CEC of 25 March 2016 - website, 28.3.2016

Annex

Statute

of the Legal Entity under Public Law called the Electoral Systems Development, Reforms and Training Centre

Article 1 – General provisions

1. The Electoral Systems Development, Reforms and Training Centre ('the Training Centre') is a legal entity under public law established under the Organic Law of Georgia - the Election Code of Georgia, which independently, under state control, carries out state, educational and other public activities determined by the election legislation.

2. In its activities, the Training Centre shall be guided by the Constitution of Georgia, international agreements and treaties of Georgia, the Organic Law of Georgia - the Election Code of Georgia, the Law of Georgia on Legal Entities under Public Law, normative acts of the President of Georgia and the Government of Georgia, this Statute and other legislative and subordinate normative acts.

3. State control over the Training Centre shall be exercised by the Central Election Commission of Georgia ('the CEC') within the limits of, and according to, the procedure established by the Organic Law of Georgia - the Election Code of Georgia, the Law of Georgia on Legal Entities under Public Law, other legislative and subordinate normative acts and this Statute.

4. The Training Centre, on its own behalf, acquires rights and duties, enters into agreements and appears as a plaintiff or a defendant in court.

5. The Training Centre has an independent balance sheet, a seal with a small image of the coat of arms of Georgia and inscriptions in the Georgian and English languages and other details of a legal person.

5¹. The Training Centre is included in the Treasury Single Account System. The Training Centre may open an account with a commercial bank only in the cases and according to the procedure specified in Article 7(8)(a) of the Budgetary Code of Georgia.

6. The legal address of the Training Centre is 13th km, David Agmashenebeli Alley, Tbilisi.

Decree No 3/2015 of the CEC of 29 January 2015 - website 29.1.2015

Article 2 – Functions and powers of the Training Centre

1. The powers of the Training Centre shall be determined by the Organic Law of Georgia - the Election Code of Georgia and this Statute, which shall be approved by a decree of the CEC.

2. The functions of the Training Centre shall be as follows:

- a) facilitating electoral reforms;
- b) preparing proposals and recommendations within its authority in order to improve electoral systems;
- b¹) ensuring compliance with the internal rules for information security established by the Law of Georgia on Information Security and the CEC decree;
- c) training and upgrading the qualification of Election Administration officers, the representatives of electoral candidates, political parties, media, non-governmental organisations, including observer organisations, voters and other interested persons by close cooperation with local and international organisations;
- d) certifying the Election Administration officers according to the procedure established by a decree of the CEC;
- e) facilitating the development of parties and the non-governmental sector, and the establishment of a sound, competitive political system;
- f) fulfilling the functions of the fund determined by Article 30¹ of the Organic Law of Georgia on Political Associations of Citizens, including the following:
 - f.a) allocating funds to the parties for the purpose of financing research, educational programmes, conferences, business trips, regional projects and projects aimed at the electoral and civic education of voters;
 - f.b) awarding grants to non-governmental organisations on the basis of projects presented to support the development of parties and the civic education of voters;
 - g) carrying out monitoring within its authority;
 - h) exercising other powers determined by the legislation of Georgia.

3. The Training Centre shall fulfil the functions determined by paragraph 2(f.b) of this article according to the annexed Procedure for Awarding Grants (Annex No 3).

4. The Training Centre shall have the right to be a founder/co-founder of a non-entrepreneurial (non-commercial) legal entity and approve its statute with the consent of the CEC, according to the Civil Code of Georgia. The consent of the CEC shall be granted by an ordinance of the CEC.

Decree No 2/2014 of the CEC of 11 February 2014 - website, 12.2.2014

Decree No 2/2015 of the CEC of 26 January 2015 - website, 26.1.2015

Decree No 8/2015 of the CEC of 6 March 2015 - website, 9.3.2015

Decree No 9/2016 of the CEC of 19 January 2016 - website, 20.1.2016

Article 3 – Managing the Training Centre

1. The current activities of the Training Centre shall be managed by the Director of the Training Centre, who may be appointed and dismissed by the CEC Chairperson with the consent of the CEC. The consent of the CEC shall be granted by an ordinance of the CEC.

2. The Director of the Training Centre shall be accountable to the CEC/CEC Chairperson.

3. The Director of the Training Centre shall solely manage its affairs. The Director shall represent the Training Centre in relations with third parties and shall be personally responsible for the proper management of its activities. The Director shall be responsible for observing the Constitution of Georgia, legislative and subordinate normative acts of Georgia, relevant decrees and ordinances of the CEC, as well as the orders issued and tasks assigned by the CEC Chairperson.

4. The Director of the Training Centre shall issue individual administrative acts, or orders, with regard to interdepartmental, human resources and other issues arising out of the activities of the Training Centre.

5. With the consent of the CEC, the Director of the Training Centre shall determine the budget, staff list and payroll fund of the Training Centre by an order. The consent of the CEC shall be granted by an ordinance of the CEC.

6. The Director of the Training Centre shall appoint the employees of the Training Centre by an order. Employees of the Training Centre shall be selected for vacant established posts at the Training Centre on the basis of a competition.

6¹. By an order of the Director of the Training Centre, for the purpose of selecting candidates for vacant established posts at the Training Centre, a standing competition and certification commission of the Training Centre shall be established on the basis of Articles 11¹(2), 36² and 36³ of the Law of Georgia on Public Service. The procedure for holding competitions, the composition of and conditions for the establishment of the competition and certification commission is determined by Ordinance No 412 of 18 June 2014 of the Government of Georgia on the Approval of the Procedure for Holding Competitions Determined by the Law of Georgia on Public Service.

6². According to the recommendation of the Director of the Training Centre, additional qualification requirements for hiring employees for any vacant positions at the Training Centre shall be determined by a normative act of the CEC.

6³. The Director of the Training Centre may dismiss the employees of the Training Centre by issuing an order, according to the procedure established by the legislation of Georgia.

6⁴. The Director of the Training Centre shall distribute functions and duties among the employees, and shall apply incentives to or disciplinary measures against them.

7. The Director of the Training Centre shall approve the internal regulations of the Training Centre by an order, which shall be followed by each employee of the Training Centre.

8. The Director of the Training Centre shall control the activities of the employees of the Training Centre.

9. The Director of the Training Centre shall determine the procedure for doing an internship at the Training Centre by an order.

10. The Director of the Training Centre shall submit proposals to the CEC on making changes and additions to the Statute of the Training Centre.

11. If the Director of the Training Centre is on a leave of absence or a business trip, or is unable to fulfil his/her official duties, the Director of the Training Centre shall assign the fulfilment of his/her official duties to an employee of the Training Centre.

Decree No 47/2014 of the CEC of 26 December 2014 - website, 26.12.2014

Decree No 4/2015 of the CEC of 10 February 2015 - website, 10.2.2015

Article 4 – Monetary funds, property and accounting of the Training Centre

1. The revenues of the Training Centre are composed of the following funds:

- a) special-purpose funds allocated from the State Budget of Georgia;
- b) special-purpose grants;
- c) income earned from its activities;
- d) other income permitted by the legislation of Georgia.

2. The funds and revenues provided for in paragraph 1 of this article shall be fully used for achieving the goals and fulfilling the functions of the Training Centre. The funds of the Training Centre may not be used for any other purpose.

3. In order to achieve the set goals and fulfil the assigned functions, relevant property shall be transferred to the Training Centre according to the procedure established by the legislation of Georgia, which shall be used together with other property entered into the balance sheet of the Training Centre only for achieving the goals and objectives of the Training Centre.

4. The Training Centre shall submit reports to the CEC upon request.

5. The Training Centre shall keep accounts and reports of financial and economic activities, draw up balance sheets and submit them to the CEC for approval.

Article 5 – State control of the Training Centre

1. The activities of the Training Centre shall be subject to state control.

2. The state control of the Training Centre means the supervision over the lawfulness, expediency and efficiency of its activities and over the financial and economic activities.

3. State control of the activities of the Training Centre shall be exercised by the CEC, which has the right to request the documents and/or information necessary for the control.

4. An independent auditor appointed by the CEC shall audit the annual balance sheet of the Training Centre for the purpose of financial and economic control.

5. The opinion of an independent auditor shall be submitted to the CEC Chairperson, who shall provide the CEC with information on the audit.

6. With the consent of the CEC, the Training Centre may perform the following actions:

- a) acquire, alienate and encumber immovable property;
- b) take loans;
- c) stand as a guarantor;
- d) determine the budget, staff list and payroll fund;
- e) determine the limits of funds to be allocated for incentive bonuses for employees, as well as fuel to be procured and communication expenses to be incurred by the Training Centre;
- f) make other decisions regarding the property of the Training Centre if they are outside the ordinary activities of the Training Centre.

7. The consent of the Ministry of Finance shall be required for performing actions provided for by paragraph 6(b) and (c) of this article.

8. The refusal of the CEC to perform actions under paragraph 6 of this article shall be substantiated. The refusal may be appealed according to the procedure established by the legislation of Georgia.

9. The CEC shall be authorised to suspend or annul wrongful decisions of the Training Centre.

Decree No 47/2014 of the CEC of 26 December 2014 - website, 26.12.2014

Article 6 – Reorganisation and liquidation of the Training Centre

1. The Training Centre shall be reorganised and liquidated as determined by the legislation of Georgia, according to the changes made to the Organic Law of Georgia - the Election Code of Georgia.

2. The property left as a result of liquidation of the Training Centre shall be transferred to the State according to the procedure established by legislation.

Article 7 – Final provision

Changes and additions may be made to this Statute according to the procedure established by the legislation of Georgia.

Annex No 1

Decree No 36/2013 of the CEC of 3 September 2013 - website, 3.9.2013

Procedure for Proactive Publication of Public Information by the LEPL Electoral Systems Development, Reforms and Training Centre

Article 1 – General provisions

1. The Procedure for Proactive Publication of Public Information ('the Procedure') determines legal grounds for the publication of public information of public interest ('information') in the electronic resources (on the website) of the LEPL Electoral Systems Development, Reforms and Training Centre ('the Training Centre').

2. This Procedure regulates the submission of information in an accurate and timely manner to the structural unit responsible for the administration of the website of the Training Centre, for the purpose of proactive publication of information on the website.

Article 2 – Access to information published on the website of the Training Centre

1. The address of the website of the Training Centre is: www.electionreforms.ge. The information published on the website is public and shall be free of charge.

2. Interested persons may use information published on the website of the Training Centre with a mandatory indication of the address of the website.

3. The copyrights of the website of the Training Centre and of the information published on the website are protected by the Law of Georgia on Copyright and Related rights.

Article 3 – Administration of proactive publication of information on the website of the Training Centre

1. The employees, assigned by the heads of the structural units of the Training Centre, shall be responsible for the timely submission and credibility of information under Article 4 of this Procedure, and the Head of the Certification and Project Management Division shall be responsible for the timely publication of information in the respective section of the website and editing of the submitted information.

2. With regard to the proactive publication of information, a respective section shall be created on the website of the Training Centre - 'Proactive Publication of Public Information', in which information under Article 4 of this Procedure shall be published.

3. Public information shall be submitted to the Certification and Project Management Division in PDF format for the purpose of its publication on the website.

Article 4 – Information to be proactively published on the website and timeframes for publication

For the purpose of proactive publication of information on the website, the following information shall be submitted to the Certification and Project Management Division by:

a) the Administrative Division:

General information on the Training Centre		
No	Information	Timeframes for publication
1.1	Structure of the Training Centre	Within 24 hours after issuance

1.2	Legal acts regulating the activities of the Training Centre and its structural units (Statute, internal regulations)	Within 24 hours after issuance
1.3	Action plan of the Training Centre	Periodically
1.4	Information on the Head and the Deputy Head of the Training Centre and the heads of the structural units of the Training Centre, namely: name, surname, photo	To be updated in the case of changes
1.5	Address, e-mail address, phone number of the Training Centre	To be updated in the case of changes
1.6	Name, surname, position, e-mail address and work phone number of a person responsible for ensuring access to public information	To be updated in the case of changes
1.7	Annual report on the activities of the Training Centre	Annually
1.8	Annual report submitted by the Training Centre to the President of Georgia and the Parliament of Georgia under Article 49 of the General Administrative Code of Georgia	Annually
Information on the staffing of the Training Centre		
2.1	Staff list of the Training Centre	Within 24 hours after issuance
2.2	Legal act establishing the procedure for holding competitions for vacant positions at the Training Centre	Within 24 hours after issuance
2.3	Information on competitions announced for vacant positions at the Training Centre and competition results (identity of the winners of the competitions)	Within 24 hours after issuance
Information on public procurement conducted by the Training Centre		
3.1	Annual plan for public procurement	Quarterly
3.2	Information on public procurement conducted by the Training Centre within the scope of the annual plan for public procurement specifying the supplier, procurement object, procurement method, value of an agreement and transferred amount	Quarterly
On financing of the Training Centre		
4.1	Budget of the Training Centre	Annually
4.2	Information on financial aid (grants) provided to the Training Centre by international organisations	Periodically
4.3	Information on the amounts of money allocated to the Training Centre from the funds provided for by the Budgetary Code of Georgia	Periodically

b) the Training Programmes' Division

Information on training programmes		
No	Information	Timeframes for publication
1	Guidelines	Within 24 hours after submission
2	Informative training material	Periodically
3	Information on scheduled and delivered training courses/seminars/informational meetings	Periodically
4	Information on training courses on election legislation	Periodically

	taught at partner universities	
5	Information on training courses taught in the format of a legal clinic	Periodically

c) the Certification and Project Management Division:

Information on certification		
No	Information	Timeframes for publication
1.1	Regulations on the certification of Election Administration officers	Within 24 hours after submission
1.2	Information on the announcement of certification examinations for Election Administration officers	Within 24 hours after submission
1.3	Certification examination tests	Within 24 hours after submission
1.4	Information on the number of examinees registered for the certification examination and observer organisations	Within five days after the expiration of the registration deadline
1.5	Statistics of the results of certification examinations	Within 10 days after the completion of examinations
Information on grant competitions		
2.1	Regulations on grant competitions	Within 24 hours after issuance
2.2	Information on the announcement of grant competitions	Within 24 hours after issuance
2.3	Information on grants awarded within the scope of grant competitions, including the grant recipient, name of the project and amount of financing	Within 24 hours after the decision is made by the competition commission

Note: The information subject to publication on a quarterly basis shall be published within one month after the end of the quarter, and the information subject to publication on an annual basis shall be published within three months after the end of the year, unless otherwise provided for by the legislation of Georgia.

Article 5 – Transitional provision

The Training Centre shall publish information under Article 4 of this Procedure on the website of the Training Centre from the adoption of this Procedure to 31 December 2013.

Annex No 2

Decree No 36/2013 of the CEC of 3 September 2013 - website, 3.9.2013

Standard of Requesting Public Information in Electronic Form from the LEPL Electoral Systems Development, Reforms and Training Centre

Article 1 – General provision

The Standard for Requesting Public Information in Electronic Form determines the procedure and form of requesting public information available at the LEPL Electoral Systems Development, Reforms and Training Centre ('the Training Centre') in electronic form.

Article 2 – Release of public information in electronic form

1. Any interested person (any natural or legal person, administrative body) may request public information and be provided with the requested information according to the procedure and within the timeframes established by the General Administrative Code of Georgia.

2. Upon the request of an interested person, public information shall be released by sending the information to an e-mail specified in the application form or by recording it on a compact disc (CD) if so requested by an interested person.

3. If it is impossible to send information requested by an interested person in electronic form due to its size, the Training Centre reserves the right to record the requested information on a CD with the consent of the person and charge the person the amount established by the Law of Georgia on Fees for Copying Public Information.

Article 3 – Request for the release of public information in electronic form

1. In order to obtain public information in electronic form, an interested person shall submit to the Training Centre a written application with the respective request and/or send an application to the official e-mail address of the Training Centre (centre@electionreforms.ge).

2. An application containing the request for the release of public information in electronic form (submitted in written form or to the official e-mail address) shall be registered in the Administrative Division of the Training Centre.

3. An application submitted in violation of paragraph 1 of this article shall not be considered.

Article 4 – Exemption from payment of the fee for copying public information

1. The fee for copying public information shall not be charged if:

a) information is recorded on a floppy disc, CD or storage card belonging to the person requesting the information;

b) public information is sent by e-mail;

c) personal data on natural persons available at the Training Centre are copied for those natural persons.

2. The amount of the fee for copying public information is determined by the Law of Georgia on Fees for Copying Public Information.

Article 5 – Procedures and timeframes for the release of public information in electronic form

1. Upon its registration in the Administrative Division, an application requesting the release of public information in electronic form, submitted to the Training Centre, shall be forwarded to the Head of the Administrative Division, who is responsible for access to public information, and the head of the relevant structural unit, who is authorised to prepare the requested information.

2. The Training Centre shall be obliged to release the requested public information in electronic form immediately or within not later than 10 days if responding to the request for public information requires:

a) obtaining information from other public institutions and processing such information;

b) finding and processing a significant amount of documents not related to each other;

c) consulting with other public institutions.

3. If 10 days are necessary for the release of public information, the Training Centre shall notify the applicant of this upon the request.

4. The Training Centre shall be obliged to immediately notify the applicant of the refusal to release public information.

5. The timeframe necessary for the release of public information in electronic form shall commence from the moment when the application is registered in the Administrative Division after its submission in written form or via the official e-mail address of the Training Centre.

Procedure for Awarding Grants

Chapter I - General Provisions

Article 1 – Scope of regulation

This Procedure regulates the rule of awarding grants on the basis of a competition for facilitating the development of parties and financing projects of civic/electoral education of voters, and the rights and obligations of the participants of a competition.

Article 2 – Principles of a competition

The principles of a competition shall be:

- a) objectivity
- b) transparency
- c) non-discrimination
- d) publicity.

Article 3 – Announcement of a competition

1. The Central Election Commission of Georgia ('the CEC') shall determine by its ordinance the categories of financing of a competition to be announced. With the consent of the CEC, the Director of the Electoral Systems Development, Reforms and Training Centre ('the Training Centre') shall, by an order, determine the date of announcement of a competition, the timeframes for the submission of competition documents, the subject of a competition, the limits of financing of the project and the category of a competition, the duration of the project, additional requirements of a competition (if necessary) and the composition of a competition commission. The consent of the CEC shall be granted by an ordinance of the CEC.

2. A competition shall be announced by an order of the Director of the Training Centre. Information on the announcement of a competition shall be published on the websites of the CEC and the Training Centre (www.cesko.ge; www.electionreforms.ge).

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Article 4 – Participants of a competition

1. Local non-entrepreneurial (non-commercial) legal entities registered under the legislation of Georgia before the announcement of a competition ('non-governmental organisations') may participate in the competition according to this Procedure.

2. Non-governmental organisations may not participate in the competition if their head officers and/or the persons implementing the project prepared for the purpose of submission for the competition is: a CEC member; the head of a structural unit of the CEC office; the head or deputy head of the Training Centre; the head of a structural unit of the Training Centre; a member of the competition commission established according to this Procedure ('the Commission'), the secretariat of the Commission ('the Secretariat') and the monitoring group.

3. For the purposes of paragraph 2 of this article, a head officer of a non-governmental organisation means a person authorised for the management/representation of the non-governmental organisation according to the excerpt from the Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities.

Article 5 – Competition documents

1. In order to participate in the competition, a non-governmental organisation shall submit the following documents:

- a) a grant application in the form determined by this Procedure (Annex No 1);

- b) an excerpt from the Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities, prepared after the announcement of a competition, which certifies that the non-governmental organisation does not have any obligations;
- c) constituent documents certified according to the legislation of Georgia (statute, regulations, or other documents);
- d) documentation certifying compliance with the additional requirements of the competition if such requirements are established on the basis of Article 3(1) of this Procedure.

2. (Deleted - 11.3.2016; No 18/2016).

3. In order to participate in the competition, a non-governmental organisation may submit only one grant application within the scope of the announced competition.

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Article 6 – Procedure for submitting competition documents

1. Non-governmental organisations shall submit competition documents under Article 5(1)(a) and (d) of this Procedure in printed and electronic form (CD).
2. Non-governmental organisations shall submit competition documents under Article 5(1)(b) and (c) of this Procedure in printed form.
3. Competition documents specified in Article 5 of this Procedure shall be submitted to the Training Centre at its legal address: 13th km, David Agmashenebeli Alley, Tbilisi.
4. The timeframe for submitting competition documents shall be at least 10 business days after the date of publication of information on the competition on the websites of the CEC and the Training Centre.

Article 7 – Submission of incomplete competition documents

1. The competition documents of a non-governmental organisation shall be considered incomplete if:
 - a) all competition documents required under Article 5(1)(b-d) of this Procedure are not submitted;
 - b) the grant application provided for by Article 5(1)(a) of this Procedure is submitted in a form other than an application determined by this Procedure (Annex No 1);
 - c) the grant application provided for by Article 5(1)(a) of this Procedure is submitted in the form determined by this Procedure (Annex No 1), but all the fields are not filled in;
 - d) an excerpt from the Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities, provided for by Article 5(1)(b) of this Procedure, was not prepared after the announcement of the grant competition;
 - e) an excerpt from the Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities, provided for by Article 5(1)(b) of this Procedure, certifies that the non-governmental organisation has liabilities (seizure/prohibition, tax lien, the Registry of Debtors);
 - f) the constituent documents (statute, regulations or other documents) provided for by Article 5(1)(c) of this Procedure are not certified as provided for by the legislation of Georgia;
 - g) the documentation certifying compliance with the additional requirements of the competition, provided for by Article 5(1)(d) of this Procedure, do not contain the required information;
 - h) the competition documents provided for by Article 5(1)(a) and/or (d) of this Procedure are submitted in violation of Article 6(1) of this Procedure;
 - i) the competition documents provided for by Article 5(1)(b) and/or (c) of this Procedure are submitted in violation of Article 6(2) of this Procedure;
 - j) the total sum of financing obtained by the non-governmental organisation during the year within the scope of competitions announced by the Training Centre and of the amount requested in the budget of the grant project submitted for the current competition exceeds the amount provided for by Article 30¹(10) of the Organic Law of Georgia on Political Associations of Citizens;
 - k) more than one grant application has been submitted within the scope of the announced competition. In this case, all the grant applications and other attached competition documents submitted by the non-governmental organisation for the purpose of participation in the competition shall be considered incomplete.

2. If the non-governmental organisation submits incomplete competition documents on the grounds determined by paragraph 1(a)-(j) of this article, the Secretariat shall notify the non-governmental organisation of this by sending a notification to an e-mail address specified in the grant application and by telephone message. The Secretariat shall make a respective formal note upon notifying the non-governmental organisation by telephone message. Within not later than five business days after an e-mail notification is sent, the non-governmental organisation shall submit complete competition documents to the Training Centre at its legal address: 13th km, David Agmashenebeli Alley, Tbilisi.

3. If a non-governmental organisation submits incomplete competition documents on the grounds determined by paragraph 1(k) of this article, the Secretariat shall notify the non-governmental organisation of this by sending a notification to an e-mail address specified in the grant application and by telephone message. The Secretariat shall make a respective formal note upon notifying the non-governmental organisation by telephone message. Within five business days after an e-mail notification is sent, the non-governmental organisation shall submit to the Secretariat updated information on the grant application which will participate in the competition.

4. The Secretariat shall notify the Commission of the submission of incomplete competition documents and their subsequent completion by the non-governmental organisation.

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Article 8 – Leaving competition documents without consideration

1. The Commission shall make a decision to leave the competition documents of a non-governmental organisation without consideration if:

- a) the competition documents have been submitted in violation of Article 4 of this Procedure;
- b) the competition documents have been submitted in violation of the timeframe established for the submission of competition documents by Article 6(4) of this Procedure;
- c) the non-governmental organisation fails to submit a grant application under by Article 5(1)(a) of this Procedure within the timeframe established by Article 6(4) of this Procedure;
- d) the non-governmental organisation fails to submit complete competition documents according to the provisions of this Procedure within the timeframe established by Article 7(2) of this Procedure;
- e) the non-governmental organisation submits a complete grant application under Article 5(1)(a) of this Procedure within the timeframe established by Article 7(2) of this Procedure, in which the amendments made by the non-governmental organisation fall beyond the issues, of the completion of which the Secretariat notified the non-governmental organisation under Article 7(2) of this Procedure;
- f) the non-governmental organisation fails to submit to the Secretariat, within the timeframe established by Article 7(3) of this Procedure, updated information on the grant application which will participate in the competition. In this case, the Commission shall make a decision to leave without consideration all the grant applications and attached documents submitted by the non-governmental organisation.
- g) more than one grant application has been submitted within the scope of the announced competition. In this case, the Commission shall make a decision to leave without consideration the grant application submitted by the non-governmental organisation, which will not participate in the competition based on the information provided by the non-governmental organisation;
- h) the non-governmental organisation has been provided with financing during the current year within the scope of competitions announced by the Training Centre in the amount determined by Article 30¹(10) of the Organic Law of Georgia on Political Associations of Citizens.

2. The Commission's decision to leave the competition documents without consideration shall be approved by an order of the Director of the Training Centre. Orders of the Director of the Training Centre may be appealed to the CEC according to the procedure established by the legislation of Georgia. An appeal of the order of the Director of the Training Centre shall not suspend the effect of the appealed act.

3. The participants of the competition shall be notified of orders of the Director of the Training Centre on leaving the competition documents without consideration not later than 10 business days after the decision is made, by sending a notification to their e-mail addresses.

Chapter II - Financing/Refusing to Finance the Non-governmental Organisation

Article 9 – Powers of the Commission

The Commission shall evaluate the competition documents according to this Procedure, make decisions on financing/refusing to finance the non-governmental organisations and exercise other powers provided for by this Procedure.

Article 10 – Composition of the Commission

1. The Commission shall be composed of at least 5 members with decision-making power, including the Commission Chairperson and Commission members.
2. At least 2 Commission members with decision-making power shall have the right to nominate a candidate for the Commission Chairperson.
3. The Commission Chairperson shall be elected at the first meeting of the Commission from among the Commission members with a decision-making power by a majority of votes of the attending members with decision-making power. Before the Commission Chairperson is elected, the meetings shall be chaired by the eldest member of the Commission.
4. The following persons may be invited to the Commission as members with decision-making power:
 - a) representatives of international organisations;
 - b) representatives of international non-governmental organisations;
 - c) representatives of the academic sector;
 - d) Election Administration officers, except for CEC members;
 - e) representatives of treasury/budgetary institutions.
5. At least 3 representatives of international organisations or foreign funds with appropriate experience shall be invited to Commission membership with the right of deliberative vote.
6. (Deleted - 11.3.2016; No 18/2016).
7. The activities of Commission members may be subject to one-time remuneration within the scope of an announced competition.
8. The powers of the Commission shall become effective upon the issuance of an order under Article 3(1) of this Procedure and shall terminate within three months after the submission by the monitoring group of information on the monitoring results to the Commission on the basis of Article 17(1) of this Procedure, except for the cases defined in paragraph 9 of this article.
9. The powers of a Commission member may be terminated:
 - a) on the basis of a personal application;
 - b) in the case of death;
 - c) if a Commission member declares self-recusal due to conflict of interest;
 - d) if the Commission makes a decision to recuse a Commission member due to conflict of interest under paragraph 11 of this article;
 - e) by a decision of the Director of the Training Centre.
10. For the purposes of paragraph 9(c) and (d) of this article, conflict of interest means the participation of a Commission member in the process of reviewing competition documents and/or making a respective decision, from which the Commission member or persons related to him/her may benefit. For the purposes of this Procedure, the above circle of persons includes persons defined in Article 4 of the Law of Georgia on Conflict of Interest and Corruption in Public Service.
11. In the case of conflict of interest, a Commission member shall declare to the Commission his/her self-recusal by specifying the respective ground. A Commission member shall have the right to bring up an issue before the Commission on the recusal of other Commission members by specifying the respective ground. The Commission shall put to vote the issue of recusal. A Commission member whose recusal is put to vote shall not participate in the decision-making process. The powers of a Commission member shall be terminated from the moment when a respective decision is made by the Commission.

Decree No 26/2015 of the CEC of 22 April 2015 - website, 22.4.2015

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Decree No 21/2016 of the CEC of 25 March 2016 - website, 28.3.2016

Article 11 – Rules of operation of the Commission

1. The mode of operation of the Commission shall be determined by the Commission Chairperson.
2. Each Commission member with a decision-making power shall have one vote.
3. The Commission shall manage its activities through meetings.
4. A Commission meeting shall be duly constituted if attended by a majority of the total number of the Commission members with decision-making power.
5. Commission meetings shall be chaired by the Commission Chairperson, or in the case of his/her absence, by the eldest member of the Commission with a decision-making power.
6. The Commission shall make decisions through open voting, by a majority of votes of the attending members with decision-making power. In the case of equal votes, the vote of the Chairperson of a meeting shall be decisive.
7. The decisions of the Commission shall be documented in the minutes of a Commission meeting, which shall be prepared by the Secretariat. The minutes of a meeting shall be signed by the Chairperson of the meeting and the attending Commission members. A Commission member shall have the right to attach his/her different opinion to the minutes, regarding which a respective note shall be made in the minutes.
8. Commission meetings shall be convened by the Secretariat, on the initiative of the Commission Chairperson/member or the Director of the Training Centre.
9. CEC members may attend Commission meetings and obtain information on the activities of the Commission.

Decree No 26/2015 of the CEC of 22 April 2015 - website, 22.4.2015

Article 12 – Powers of the Secretariat

1. Organisational and technical support for the activities of the Commission shall be provided by the Secretariat, which shall be composed of the employees of the Training Centre by an order of the Director of the Training Centre.
2. The Secretariat shall receive competition documents, check if they are complete, submit the documents/information to the Commission, convene Commission meetings, prepare the minutes of meetings and exercise other powers provided for by this Procedure.

Article 13 – Procedure for making decisions on financing/refusing to finance non-governmental organisations

1. At its meetings, the Commission shall review and evaluate competition documents and make decisions on financing/refusing to finance non-governmental organisations without the attendance of the representative of the non-governmental organisations that is submitting the competition documents.
2. The Commission shall have the right to request from the non-governmental organisation additional information regarding the submitted competition documents. The non-governmental organisation shall submit appropriate information to the Commission through the Secretariat within two business days after receipt of the request.
3. For the purpose of evaluation of competition documents, a Commission member with decision-making power shall fill in an evaluation sheet (Annex No 2) in order to present it at the Commission meeting according to the following procedure:
 - a) the field alongside the first criterion of the evaluation sheet shall specify whether the grant project complies with the purpose determined by the category/subject of a competition (Yes/No). In the case of negative evaluation, 0 shall be put in the fields alongside the remaining criteria of the evaluation sheet. If one of the Commission members makes such evaluation, the issue of withdrawal of competition documents from the competition shall be put to vote at the Commission meeting as provided for in Article 11(6) of this Procedure. If, as a result of voting, the Commission decides to refuse the withdrawal of competition documents from the competition, the Commission shall make a decision on financing/refusing to finance the non-governmental organisation, which has submitted the competition documents, according to the procedure determined by this article.
 - b) in the case of positive evaluation in the field alongside the first criterion of the evaluation sheet, a Commission member shall assign points alongside the remaining criteria according to the determined scale. A Commission member has the right to make a relevant comment (provide with a relevant explanation) alongside the assigned points in the respective field of the evaluation sheet.

4. In the process of filling in the evaluation sheet as provided for in paragraph 3(a) and (b) of this article, the Commission member shall specify the total of assigned points, put a comment on the project and his/her name, surname and signature in the respective fields of the evaluation sheet.
5. The Secretariat shall calculate average scores of the competition documents of each non-governmental organisation on the basis of evaluation sheets submitted by the Commission members. If an evaluation sheet submitted by a Commission member is not filled in according to paragraph 3 of this article, the Secretariat shall return the evaluation sheet to the Commission member for correcting the identified shortcoming at the current Commission meeting. If a Commission member fails to correct the identified shortcoming, in the calculation of average scores of the competition documents the Secretariat shall not take into consideration the evaluation sheets filled in by this Commission member with regard to any other competition documents submitted within the same grant category. In the calculation of average scores of the competition documents the Secretariat shall not take into consideration the evaluation sheets filled in by Commission members who fail to attend the current Commission meeting.
6. If the average score of the competition documents calculated on the basis of the evaluation sheets submitted by the Commission members is less than 70 points, the Commission shall refuse to finance the non-governmental organisation.
7. If the average score of the competition documents calculated on the basis of the evaluation sheets submitted by the Commission members is 70 points or higher, the Commission shall make a decision to finance the non-governmental organisation.
8. If the total amount of financing requested by the non-governmental organisations, which have sufficient scores for being financed, exceeds the limits of financing determined for the specific category of a competition on the basis of Article 3 of this Procedure, the non-governmental organisations with the highest scores shall be financed considering the limits of financing determined for the respective category of a competition. If the non-governmental organisations have identical scores but the limits of financing are not enough for financing them, the Commission shall make a decision by voting on financing/refusing to finance the non-governmental organisation(s).
9. In the cases provided for by paragraphs 7 and 8 of this article, the Commission shall have the right to make a decision to finance a non-governmental organisation subject to the fulfilment by the non-governmental organisation of certain requirements regarding the budget of the grant project. The requirements may be related to making changes by the non-governmental organisation in the budget of the grant project in terms of reducing the budget and taking this into consideration, if necessary, making changes in the activities and events included in the grant project. In addition, the Commission's requirement for making changes in the budget of a grant project may be related to bringing the budget of the grant project into compliance with Article 14(2) of this Procedure. The non-governmental organisation shall fulfil the above requirement of the Commission not later than five business days after the notification of the above decision of the Commission. The Secretariat shall send the notification of the Commission's decision to an e-mail address specified in the grant application.
- 9¹. If any additional requirement of a competition is determined under Article 3(1) of this Procedure, the fulfilment of which is related to the period after the expiration of the timeframe for the submission of competition documents as provided for in Article 6(4) of this Procedure, in the cases provided for by paragraphs 7 and 8 of this article the Commission shall decide to finance the non-governmental organisation subject to the fulfilment of the additional requirement of a competition. The non-governmental organisation shall fulfil the additional requirement of a competition not later than five business days after the notification of the Commission's decision. The Secretariat shall send the notification of the Commission's decision to an e-mail address specified in the grant application.
10. If the non-governmental organisation fails to fulfil the requirements determined by the Commission according to paragraphs 9 and/or 9¹ of this article, the Commission shall refuse to finance the non-governmental organisation.
11. The Commission's decisions on withdrawing the competition documents from the competition or on financing/refusing to finance the non-governmental organisation shall be approved by an order of the Director of the Training Centre, except as provided for by paragraph 12 of this article.
12. The Director of the Training Centre shall have the right to refuse to approve the Commission's decision if any sign of an illegal action is identified in the activities of the Commission, or if the Commission's

decision has been taken in violation of this Procedure, or the fact of non-compliance of the competition documents with the purposes of the competition has been identified. The refusal of the Director of the Training Centre to approve the Commission's decision shall be documented by an order.

13. Order of the Director of the Training Centre on withdrawing the competition documents from the competition or on approving/refusing to approve the Commission's decision may be appealed to the CEC according to the procedure established by the legislation of Georgia. The appeal of the order of the Director of the Training Centre shall not suspend the effect of the appealed act.

14. The participants of the competition shall be notified of orders of the Director of the Training Centre on withdrawing the competition documents from a competition, or on financing/refusing to finance the non-governmental organisation not later than 10 business days after the decision has been taken, by sending a notification to their e-mail addresses. In addition, information on the non-governmental organisations financed on the basis of the competition by a decision of the Commission shall be published on the websites of the CEC and the Training Centre.

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Article 14 – Financing of non-governmental organisations

1. On the basis of an order of the Director of the Training Centre approving the Commission's decision to finance a non-governmental organisation, the Training Centre shall sign an agreement with the non-governmental organisation, according to which it shall transfer funds. If the budget of the financed grant project exceeds GEL 20 000, the grant funds shall be transferred in phases. The grant funds intended for each subsequent phase may be transferred by the Training Centre only if the non-governmental organisation submits an interim report to the Training Centre as provided for in Article 16(6) of this Procedure and if the interim monitoring does not reveal any violations.

2. The following shall not be financed with grant funds:

- a) international travel expenses
- b) acquisition/repair of vehicles
- c) audit expenses
- d) acquisition of immovable property
- e) expenses of acquisition of fixed assets (valued GEL 1 000 and more)
- f) renovation/reconstruction of premises.

3. The non-governmental organisation shall have the right to make changes to any article and paragraph, except for the Remuneration article and its paragraphs, within the limits of the budget of the financed project, in the amount of not more than 10% of the article/paragraph of the project budget. The amount under any article/paragraph of the project budget may be reduced only in the case of economy. Changes to any article/paragraph of the project budget by more than 10% require the preliminary consent of the Commission. In order to obtain the consent, the non-governmental organisation shall submit to the Training Centre a written initiative for making changes to the project budget, with a relevant justification, and the Training Centre shall inform the Commission members of this by sending notifications to their e-mail addresses. Within 10 business days after the receipt of the notification, the Commission members with a decision-making power shall communicate to the Training Centre their decision on satisfying the request of the non-governmental organisation by sending a notification to the e-mail address of the Training Centre. The Commission's decision on satisfying the request of the non-governmental organisation shall be considered as taken if the majority of the total number of the Commission members with a decision-making power approves in electronic form the changes to be made in the project budget by the non-governmental organisation.

4. Funds shall not be carried forward to the Remuneration article of the budget of the financed project, and expenses that are not included in the project budget shall not be incurred.

5. The funds spent by the non-governmental organisation in violation of the procedure established by paragraphs 3 and 4 of this article shall be returned to the Treasury Single Account before a final report under Article 16(7) of this Procedure is submitted.

6. The funds unexpended by the non-governmental organisation within the scope of the financed project shall be returned to the Treasury Single Account before a final report under Article 16(7) of this Procedure is submitted.

7. The non-governmental organisation shall be responsible for satisfying tax liabilities arising in connection with the expenditure of funds received within the scope of the financed project.

Chapter III – Monitoring

Article 15 – Purpose of monitoring

The purpose of monitoring is to control the implementation of the activities provided for by the grant project of a non-governmental organisation financed under the Commission decision, and the expenditure of grant funds according to the budget of the grant project.

Article 16 – Carrying out monitoring

1. The implementation of the activities provided for by a grant project shall be controlled by a monitoring group established by an order of the Director of the Training Centre, and the financial and accounting examination of the expenditure of grant funds according to the budget of a grant project shall be carried out by a relevant authorised person/body invited by the Training Centre.
2. Monitoring shall be carried out in the form of final monitoring. Monitoring may also be carried out in the form of interim monitoring in the case of transfer of the grant funds in phases.
3. Activities provided for by the grant project of a non-governmental organisation shall be controlled on the basis of field monitoring and/or the interim/final reports submitted by the non-governmental organisation.
4. Field monitoring includes the right of the monitoring group to attend the activities provided for by the grant project. In this regard, the non-governmental organisation shall submit to the Training Centre, at intervals determined by the grant agreement, the schedule of planned activities, specifying their details, data (name, surname, phone number) of responsible persons, and venue and time of their implementation. The monitoring group shall notify the members of the Commission and of the CEC of the schedule of activities in electronic form.
5. If changes are made to the schedule of activities under paragraph 4 of this article, the non-governmental organisation shall inform the Training Centre in this regard not later than two business days prior to the date of implementation of the activities included in the previously submitted schedule. The monitoring group shall notify in electronic form the members of the Commission and of the CEC of the changes made to the schedule of activities.
6. For the purpose of interim monitoring, the non-governmental organisation shall submit to the Training Centre an interim report (in printed and electronic form (CD)) at intervals determined by the grant agreement, which shall include the following:
 - a) activities carried out for a certain period, with indication of the time and place of their implementation, performed works, and used materials (printed and/or audio, video and photo materials);
 - b) a detailed plan of activities for the remaining period of time.
7. For the purpose of carrying out final monitoring, a non-governmental organisation shall submit to the Training Centre a final report (in printed and electronic form (CD)) not later than 15 business days after the completion of the grant project, which shall not exceed 20 pages and shall include the following:
 - a) the analysis of achievement of the goals and objectives defined in the project;
 - b) impact of the project (achieved results);
 - c) the target group of the project that participated in the project;
 - d) activities carried out within the scope of the project;
 - e) printed materials, audio, video, photo and other materials created as a result of implementation of the project (if any);
 - f) hindering circumstances (if any) and their solutions;
 - g) assistance received during the implementation of the project (please specify the form of assistance and names of organisations, if any);
 - h) a financial report according to Annex No 3.

8. The non-governmental organisation shall attach to the final report, submitted on the basis of paragraph 7 of this article, two copies of the financial documentation certifying the expenditure of the funds allocated to it.

9. If a non-governmental organisation fails to fulfil or improperly fulfils obligations under paragraphs 4 and 6-8 of this article, the monitoring group shall determine the timeframe of not less than two business days for the fulfilment of a respective obligation by sending a notification to the e-mail address of the non-governmental organisation.

Article 17 – Monitoring results

1. The monitoring group shall submit the information/report on monitoring results to the Director of the Training Centre and the Commission. If the monitoring group reveals violations, the Commission shall decide the issue of liability of a non-governmental organisation as provided for by Article 18 of this Procedure.

2. The Director of the Training Centre shall submit to the CEC a report on the results of final monitoring.

Article 18 – Liability

1. The Commission may impose the following penalties on the non-governmental organisation:

- a) warning;
- b) termination of the on-going grant project and/or withdrawal of grant funds in full or in part;
- c) withdrawal of grant funds in full or in part.

2. The Commission may impose one of the penalties under paragraph 1 of this article on the non-governmental organisation.

3. The decision of the Commission on imposing a penalty on a non-governmental organisation shall be approved by an order of the Director of the Training Centre. The order may be appealed to the CEC according to the procedure established by the legislation of Georgia. The appeal of the order of the Director of the Training Centre shall not suspend the effect of the appealed act.

Annex No 1

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Grant Application Form

Information on filling in the form:

All fields must be filled in.

1. Information on the applicant

Name of the non-governmental organisation

Legal address: Actual address:

Telephone number:

E-mail:

Website:

2. Bank details of the non-governmental organisation

Name of the bank:

Bank code:

IBAN account number:

3. Head of the non-governmental organisation

Name, surname:

Registration address:

Actual address:

Telephone number:

E-mail:

4. Project manager

Name, surname:

Registration address:

Actual address:

Telephone number:

E-mail:

5. Subject of a grant competition – it is necessary to specify the subject of the announced grant competition, for which your application is submitted

6. Name of the submitted project

7. Duration of the project

Date of commencement of the project:

Date of completion of the project:

8. Experience of the organisation in the area of elections (if any)

9. Experience in the implementation of similar projects (if any) – please specify the project/projects being implemented by the organisation within the last five years (specify the donors of the projects).

10. Information on financing by other donor organisation of the project submitted for the grant competition or a similar project, or on its submission to another donor organisation – please specify if, at the time of submission of this application for the announced competition, you are implementing a similar project or the project submitted for the grant competition under financial support of another donor, or if you have submitted a similar project or the project submitted for the grant competition to another donor organisation for financing.

11. Description and urgency of the problem – please describe the problem, the solution of which is the goal of your project. Substantiate the urgency of the problem and the importance of its solution.

12. Goals and objectives of the project – please specify clearly the goals of the project and determine specific objectives, which must be achievable and measurable and must be related to the solution of the problem defined in the project.

13. Ways of implementation – please describe in details the activities and events planned within the scope of the project, which are related to the fulfilment of the objectives defined in the project.

14. Expected outcomes – please describe the expected outcomes and their significance, also specify the potential users of the outcomes of the project.

15. Plan of monitoring of the project by the non-governmental organisation

16. Sustainability of the project – please substantiate the prospects of sustainability of the project

17. Project implementation schedule according to the example:

Action Plan				
No	Activity	Month, date	Place	Responsible person
1				
2				

18. Project implementers – please specify the persons who will implement the project, their functions, and experience in carrying out the activities provided for by the project (according to the table).

Project implementers				
No	Name, surname	Date of birth	Function	Experience (In carrying out the activities provided for by the project)
1				
2				

19. Identification, evaluation and management of project risks (according to the table):

No	Risk	Probability of risk (Low, medium, high)	Impact on the project (Low, medium, high)	Risk management
1				
2				

20. Project summary:

21. Project budget (according to the example):

Description	Unit	Number of units	Cost per unit	Total
1. Remuneration				
1.1. Salaries (including taxes)				
1.1.1. Project manager	Month			
1.1.2.				
1.2. Fees (including taxes)				

1.2.1. Trainer	Day			
1.2.2.				
Total				
2. Travel expenses				
2.1.				
2.2.				
Total				
3. Expenses for the organisation of conferences, training courses, seminars and other working meetings				
3.1.				
3.2.				
Total				
4. Office expenses				
4.1.				
4.2.				
Total				
5. Other expenses				
5.1.				
5.2.				
Total				
Grand total for the project				

Note:

The amount requested under the 'Other expenses' article must not exceed 7% of the sum of the other articles of the project budget.

Recommended:

The requested fuel expenses should not exceed 7% of the budget of the grant project, and the remuneration expenses should not exceed 35% of the budget of the grant project.

We confirm that the information provided by us is accurate, does not contain any false data, and the competition documents submitted in printed and electronic form are identical. We agree that our personal data, provided in the competition documents, to be processed for the purposes of the competition.

Signature of the Head of the non-governmental organisation (if the document is in printed form):

Date (if the document is in printed form):

Annex No 2

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Evaluation sheet for competition documents

Name of the non-governmental organisation _____

No	Compliance with the purpose of the competition	Yes	No
	The grant project complies with the purpose of the category/subject of the announced competition		
	Criteria	Score	Comment (explanation)
1	The problem is presented clearly and comprehensively. The urgency of the problem and the importance of its solution are substantiated (0-5 points)		
2	The goals and objectives of the project are clearly formulated, achievable and serve for the solution of the problems defined in the project (0-10 points)		
3	The activities/events planned for the implementation of the project are clearly formulated, realistic and are related to the fulfilment of the objectives defined in the project (0-20 points)		
4	The expected outcomes are clearly formulated and achievable within the timeframes defined in the schedule (0-15 points)		
5	The applicant substantiates the sustainability of the project (0-5 points)		
6	Persons employed in the project have appropriate experience and qualification for carrying out the activities/events planned under the project (0-15 points)		
7	The provided information shows the ability of and experience in carrying out similar projects (0-10 points)		
8	The project risks and the ways of their solution and management are clearly formulated (0-5 points)		
9	The monitoring plan includes adequate measures for controlling the implementation of the project (0-5 points)		
10	The budget is detailed and the included expenses reasonably comply with the activities/events planned under the project (0-10 points).		
Total number of the points			
Comment on the project			

Completion date _____

Name, surname _____

Signature _____

Annex No 3

Decree No 18/2016 of the CEC of 11 March 2016 - website, 11.3.2016

Name of the non-governmental organisation _____

Financial Report Form			
Description	Plan	Cash expenses	Balance
1. Remuneration			
1.1. Salaries (including taxes)			
1.1.1. Project manager			
1.1.2.			
1.2. Fees (including taxes)			
1.2.1. Trainer			
1.2.2.			
Total			
2. Travel expenses			
2.1.			
2.2.			
Total			
3. Expenses for the organisation of conferences, training courses, seminars and other working meetings			
3.1.			
3.2.			
Total			
4. Office expenses			
4.1.			
4.2.			
Total			
5. Other expenses			
5.1.			
5.2.			
Total			
Grand total for the project			

Signature of the Head of the organisation:

Financial manager/accountant:

Name, surname:

Registration address:

Actual address:

Telephone number:

E-mail:

Signature of the financial manager/accountant: