

# ARABIC PUBLICATIONS CATALOGUE

## 2011

NATIONAL DEMOCRATIC INSTITUTE



POLITICAL PARTIES	1
ACTIVISM AND TECHNOLOGY	3
CAMPAIGNING	4
CIVIC ACTION	4
GOVERNANCE	5
MEDIA AND COMMUNICATIONS	9
WOMEN'S PARTICIPATION	9
ELECTIONS	11

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*Designed by Marc Rechdane - National Democratic Institute, Lebanon.*

# POLITICAL PARTIES

**NEW**

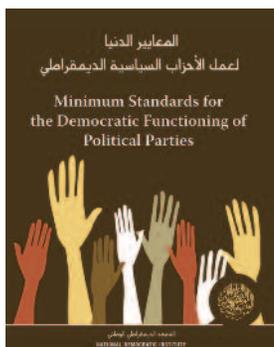


Arabic English

## Political Parties and Democracy in Theoretical and Practical Perspectives SELECTING CANDIDATES FOR LEGISLATIVE OFFICE

**NDI Publication. 92 pages.**

Part of the Political Parties and Democracy in Theoretical and Practical Perspectives series, this publication discusses key issues that political parties may want to consider when selecting candidates for legislative office. In addition to theoretical and empirical research, the publication includes case studies of 10 political parties from around the world.



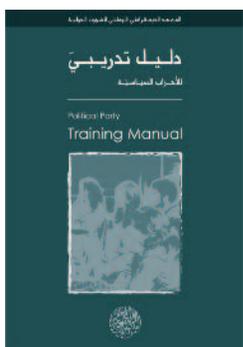
Arabic English

## MINIMUM STANDARDS FOR THE DEMOCRATIC FUNCTIONING OF POLITICAL PARTIES

**NDI Publication. 24 pages.**

This document is an attempt to articulate guidelines that largely reflect the best practices of a range of established and broadly democratic political parties regardless of ideology, geographic location or size. As such,

NDI hopes that the document will better inform the efforts of political parties that seek to make their practices more inclusive and their operations more institutionalized.

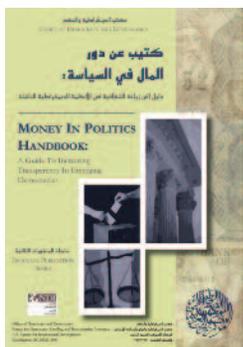


Arabic English

## POLITICAL PARTY TRAINING MANUAL

**NDI Publication. 120 pages.**

This training manual provides guidelines and material for conducting a training program on building political parties, running a political campaign, and communicating a campaign message. It contains background information, model agendas, workshop activities, sample surveys and quizzes.



Arabic English

## MONEY IN POLITICS HANDBOOK: A GUIDE TO INCREASING TRANSPARENCY IN EMERGING DEMOCRACIES

**USAID Technical Publication Series. 96 pages.**

This handbook is an introduction to the topic of money in politics with special emphasis on the role of disclosure. It builds on existing literature in the emerging field of political finance. It is the first publication entirely committed to the topic of political financial disclosure, analyzing the findings of a rigorous, systematic survey of disclosure laws

in 118 developed and developing countries around the world.

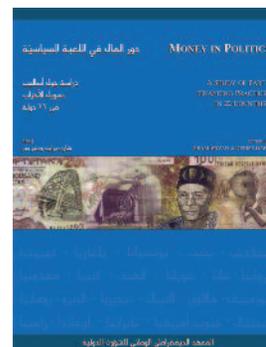


Arabic English

## BEST PRACTICES OF EFFECTIVE PARTIES: THREE TRAINING MODULES FOR POLITICAL PARTIES

**Erica Breth and Julian Quibell, Editors - NDI Publication. 80 pages.**

This political party study/training manual is built on three fundamental characteristics of successful political parties, as identified by NDI through its work with political parties in over 50 countries since 1983. It sets out best practices for political parties to adopt in order to improve performance, which include developing party trainer modules on internal democracy, transparency and outreach. While these modules were developed for Latin American parties, they can be applied to parties worldwide.



Arabic English

## MONEY IN POLITICS - A STUDY OF PARTY FINANCING IN 22 COUNTRIES

**Shari Bryan & Denise Baer - NDI Publication. 180 pages.**

This report is one of the first attempts to understand and evaluate the challenges of political party financing in Africa. The Africa Political Party Finance Initiative report examines

party finance in 22 emerging democracies worldwide and includes interviews with 440 political, party and civic leaders.



Arabic English

### Political Parties and Democracy in Theoretical and Practical Perspectives ADOPTING PARTY LAW

**Kenneth Janda - NDI Publication. 35 pages.**

This paper reviews the five models of party law that regulate political parties and addresses the elements that party leaders should consider in devising party law. While excess regulation can stifle the formation of parties, insufficient regulation can contribute to chaotic governance. The paper systematically reviews party laws in 169 polities.



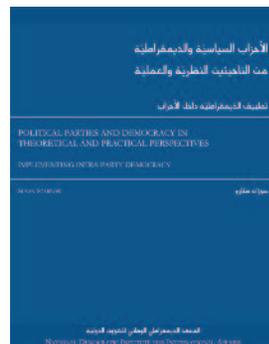
Arabic English

### Political Parties and Democracy in Theoretical and Practical Perspectives POLITICAL FINANCE POLICY, PARTIES, AND DEMOCRATIC DEVELOPMENT

**Michael Johnston - NDI Publication. 35 pages.**

This paper analyzes the effect of political finance policy on parties and democratic development, with a primary focus on societies in which democracy is either relatively new or reemerging after crisis. Democratic development should not focus

solely on corruption control but also on enhancing open political contest and on strengthening political parties through regulated funding and an engaged citizenry.

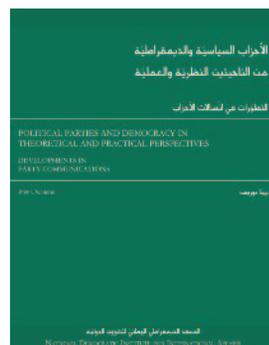


Arabic English

### Political Parties and Democracy in Theoretical and Practical Perspectives IMPLEMENTING INTRA-PARTY DEMOCRACY

**Susan Scarrow - NDI Publication. 25 pages.**

Supporters of intra-party democracy argue that parties employing it are more likely to select capable and responsible leaders who enjoy greater electoral success. This paper discusses the advantages and risks of intraparty democracy, examining some of the specific questions parties may face in implementing more internally inclusive decision-making procedures.



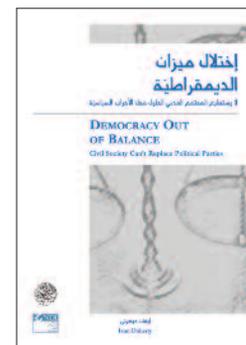
Arabic English

### Political Parties and Democracy in Theoretical and Practical Perspectives DEVELOPMENTS IN PARTY COMMUNICATIONS

**Pippa Norris - NDI Publication. 30 pages.**

The role of party-based communication is essential to the functioning of political parties, as it provides avenues for public participation, shapes electoral choices, and connects leaders

and voters through common programs. This paper focuses on the development of communication channels that parties can use to strengthen their links with citizens and relates these developments to communication policies that governments can adopt to improve free and fair party competition.

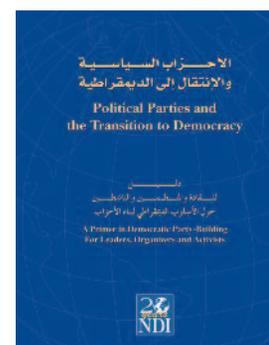


Arabic English

### DEMOCRACY OUT OF BALANCE

**Ivan Doherty - NDI Publication. 15 pages.**

This paper analyzes the dangers of supporting civil society at the expense of political parties in democracy development assistance. Strengthening civic organizations without providing commensurate assistance to political parties and organizations runs the risk of developing populist leaders that bypass the rule of law and undermine the democratic process.



Arabic English

### POLITICAL PARTIES AND THE TRANSITION TO DEMOCRACY

**NDI Publication. 57 pages.**

This handbook discusses organizational and procedural elements necessary for the daily operation of a political party and emphasizes the need to develop a party's outreach capacity at the local level. It outlines strategies for long-term party development and for maintaining effectiveness between elections.

## ACTIVISM AND TECHNOLOGY

**NEW**

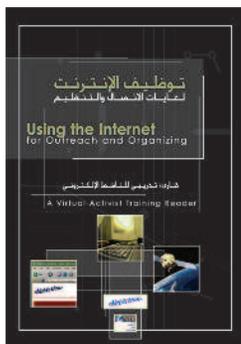


Arabic English

### STRATEGIC USE OF IT IN YOUTH ENGAGEMENT FOR GLOBAL CITIZENSHIP

**CCIC Publication. 32 pages.**

This guidebook describes how to use IT in order to effectively engage young people in civic and political activities. In addition to describing IT tools and their specific uses, the guide also includes important strategic tips, a glossary of technology terms, and case studies of effective campaigns.



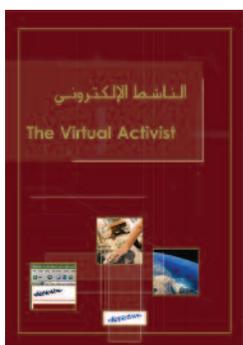
Arabic English

### USING THE INTERNET FOR OUTREACH AND ORGANIZING

**NetAction Publication. 32 pages.**

Written in cooperation with NetAction, this publication is a primer on virtual activism. It includes chapters on the effective use of online media and email alerts as well as tips on cyber security. The publication also includes an appendix with numerous resources for the online activist.

**(Available only in electronic form)**

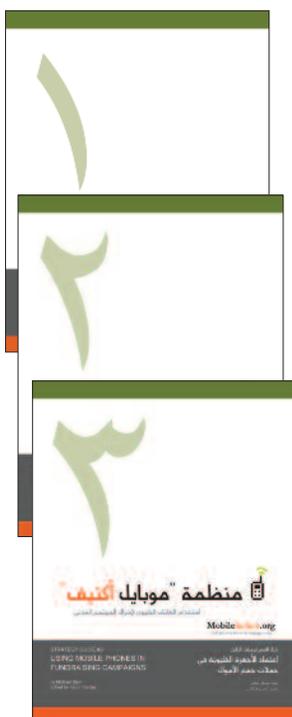


Arabic English

### THE VIRTUAL ACTIVIST TRAINING GUIDE

**NetAction Publication. 88 pages.**

This publication provides a comprehensive overview of information technology applications for civic activism. The Training Guide presents and reviews basic online etiquette, guidelines for using email in activism and outreach, web design tips, and information regarding online fundraising. In addition, the publication includes a comprehensive appendix listing resources for the virtual activist.



**Guide 1**  
Arabic English

**Guide 2**  
Arabic English

**Guide 3**  
Arabic English

### MOBILE ACTIVE STRATEGY GUIDES

**Michael Stein, Edited by Katrin Verclas - MobileActive Publication.**

### VOLUME 1: USING MOBILE PHONES IN ELECTORAL AND VOTER REGISTRATION CAMPAIGNS

### VOLUME 2: USING MOBILE PHONES IN ADVOCACY CAMPAIGNS

### VOLUME 3: USING MOBILE PHONES IN FUNDRAISING CAMPAIGNS

This three volume set outlines how mobile phones, and particularly text messaging technology, can be used to enhance political campaigns, public advocacy and fundraising.



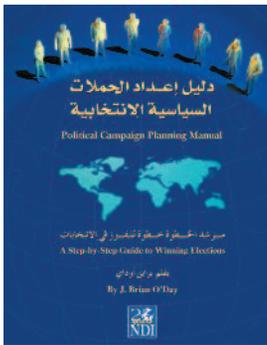
Arabic English

### GUIDE TO ACTION: SIMPLE STEPS TOWARDS CHANGE

**TakingITGlobal Publication. 32 pages.**

Developed by TakingITGlobal, this publication is designed to guide young activists through the program development and implementation process. The Guide includes numerous engaging exercises to present key concepts and best practices in an accessible and interesting manner.

## CAMPAIGNING



Arabic English

### POLITICAL CAMPAIGN PLANNING MANUAL

**J. Brian O'Day - NDI Publication. 135 pages.**

One of NDI's most popular manuals, this publication combines the ideas and materials that NDI trainers and consultants have used in Russia and the countries of the former Soviet Union since 1992. This manual aims to assist political parties and candidates in developing effective, strategic electoral campaigns. It serves as a practical guide for campaigning in any context.



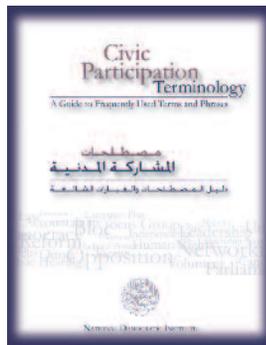
Arabic English

### DESIGNING AN EFFECTIVE CAMPAIGN PLAN

**Audrey Mc Laughlin and Jennifer Mauro - NDI Publication. 59 pages.**

Designed for political parties and candidates, this manual is designed primarily for women and lays out the basic principles of creating a winning election campaign. Containing useful questionnaires and worksheets, this manual concentrates on the basics and is an excellent resource for first time candidates in small races.

## CIVIC ACTION



Arabic English

### CIVIC PARTICIPATION TERMINOLOGY: A GUIDE TO FREQUENTLY USED TERMS AND PHRASES

**NDI Publication. 68 pages.**

This Glossary was developed by NDI as part of the Citizen Lebanon civic education and advocacy program. Building on decades of experience working with citizens and civil society organizations, NDI has developed numerous tools and approaches to enhance the quality and consistency of citizen input in political processes. The Glossary is part of NDI's growing library of publications which form the basis for the Institute's efforts to create a new and precise lexicon to convey the concepts central to democracy and governance.



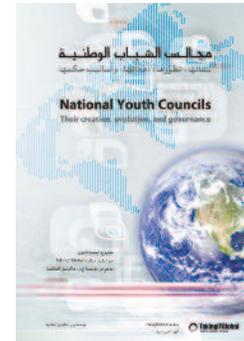
Arabic English

### PRACTICAL FINANCIAL MANAGEMENT FOR NGOS

**Terry Lewis - MANGO Publication. 144 Pages.**

Many NGOs make financial management a low priority, leading to poor financial planning and monitoring systems. This manual

manual aims to explain why financial management is important for NGOs in a rapidly changing and competitive world and how organizations can survive and succeed in this environment by making full use of financial management tools.

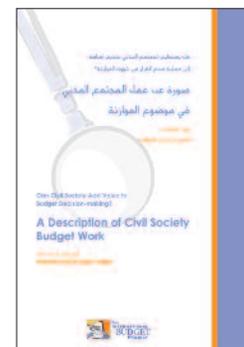


Arabic English

### NATIONAL YOUTH COUNCILS

**Clarisse Kehler Siebert and Franziska Seel - TakingITGlobal Publication. 88 Pages.**

By synthesizing information gathered from surveys distributed to Councils around the world, this report is intended as a tool to look back and learn from the experiences of existing National Youth Councils, while looking forward to future cooperation among Councils, and perhaps to inspire their creation where they currently do not exist.

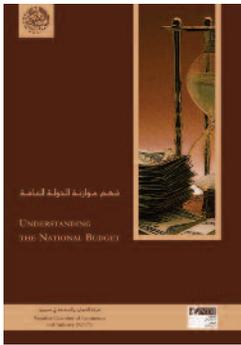


Arabic English

### A DESCRIPTION OF CIVIL SOCIETY BUDGET WORK

**Warren Krafchik - International Budget Project Publication. 28 pages.**

Since the 1990s, civil society organizations are playing an increasing important role in the public budget process. This publication outlines this emerging trend including numerous accounts of civil society involvement in budget activities throughout the world.

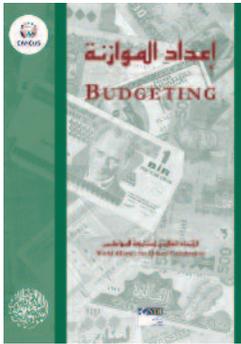


Arabic English

## UNDERSTANDING THE NATIONAL BUDGET

**NDI Publication. 56 pages.**

Written in cooperation with the Namibian National Chamber of Commerce and Industry, this publication outlines the process and main features of a national budget using Namibia as a case study. The publication also includes sections on advocacy as well as a breakdown of government spending by sector.

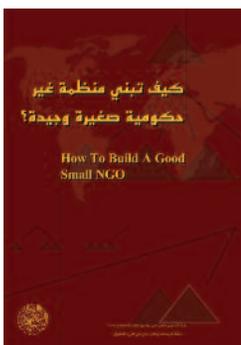


Arabic English

## BUDGETING

**Janet Shapiro - CIVICUS Publication. 32 pages.**

This toolkit provides basic guidelines on how to develop and monitor a budget. It is useful for planning, developing and using budgets effectively in organizations. It is aimed specifically at people with little or no budgeting experience.

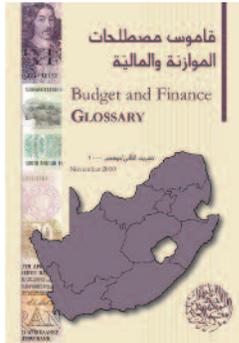


Arabic English

## HOW TO BUILD A GOOD SMALL NGO

**Alin, de Boer, Freer, Van Ginneken, Klaasen, Mbane, Mokoetle, Moynihan, Odera, Swain, Tajuddin, Tewodoros - Network Learning Publications. 104 pages.**

This publication identifies the steps for establishing and maintaining an NGO, including planning and fundraising. Best practice theories, examples, and exercises allow the reader to apply what is read either individually or in a group setting.

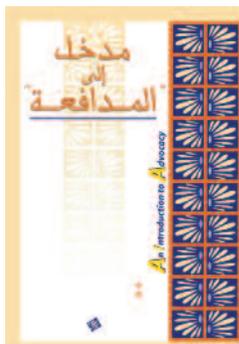


Arabic English

## BUDGET AND FINANCE GLOSSARY

**IDASA - NDI Publication. 32 pages.**

This dictionary provides all civic and political actors working to create or monitor effective budgets with a common set of terms and definitions related to budget issues. It aims to facilitate more effective communication between these actors and with governments.



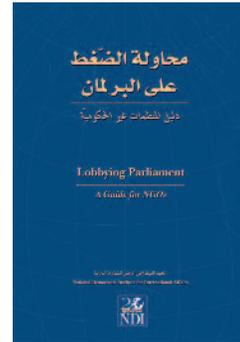
Arabic English

## AN INTRODUCTION TO ADVOCACY: A TRAINING GUIDE

**Rita A. Sharma. 166 pages.**

After working with several African institutions, the SARA Project discovered that

research alone, based on a problem and solution approach, is not enough to change policy. Affecting policy change requires Coordinated advocacy. Designed for researchers, managers, and NGO personnel, this guide provides practical guidance on how citizens can shape policy through effective advocacy campaigns.



Arabic English

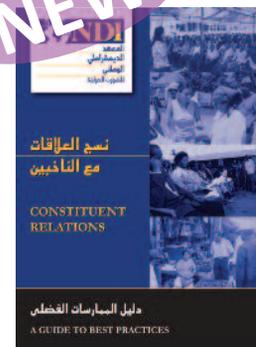
## LOBBYING PARLIAMENT: A GUIDE FOR NGOS

**NDI Publication. 15 pages.**

NGOs can play an important role in the democratic process by lobbying parliament. This guide outlines the various types of lobbying and provides an introduction to effective approaches and tactics for lobbying parliament.

## GOVERNANCE

**NEW**



Arabic English

## CONSTITUENT RELATIONS: A GUIDE TO BEST PRACTICES

**NDI Publication. 52 pages.**

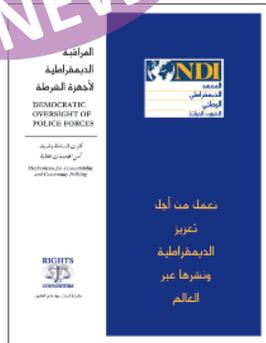
Based upon lessons learned from the experiences of legislators from around the world, this manual provides detailed guidance for elected representatives seeking

to effectively organize and carry out constituent relations. A number of topics are discussed, including direct public outreach, opinion polling, serving constituents through district offices, and responding to the problems of individual constituents.

In addition to a step-by-step guide to the creation of policy development institutions within a political party, the guide includes a number of case studies on policy development from around the world.

successful versions of these laws. Suggested best practices are derived from the experiences of a variety of nations.

**NEW**



Arabic English

## DEMOCRATIC OVERSIGHT OF POLICE FORCES

**NDI Publication. 55 pages.**

This handbook is intended to help policymakers and others understand the various institutional contributions necessary to ensure that police forces operate in a manner consistent with democratic standards. Through case studies and expert analysis, Democratic Oversight of Police Forces outlines methods for ensuring police accountability as well as conducting effective community policing initiatives.

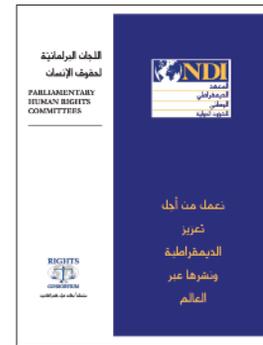


Arabic English

## THE ROLE AND EFFECTIVENESS OF THE OMBUDSMAN INSTITUTION

**Dr. Victor Ayeni - NDI Publication. 36 pages.**

This paper provides an overview of the oversight function of the office of the ombudsman. It compares as a variety of common characteristics between ombudsman offices around the world including the powers and design of these offices, legal framework for their establishment, and the implementation of their responsibilities.

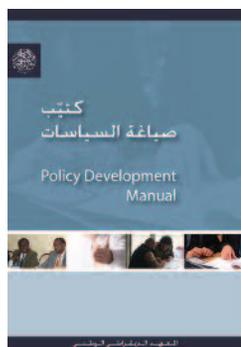


Arabic English

## PARLIAMENTARY HUMAN RIGHTS COMMITTEES

**Ingeborg Schwartz - NDI Publication. 45 pages.**

Parliamentary committees play an important role in promoting and protecting human rights within their countries. This paper discusses the different structures of parliamentary committees which address human rights issues, how these committees interact with human rights organizations, and examples of legislative initiatives undertaken by these committees. It also outlines best practices for human rights investigations and tools that MPs can use to address human rights issues.



Arabic English

## POLICY DEVELOPMENT MANUAL FOR POLITICAL PARTIES

**NDI Publication. 92 pages.**

The Policy Development Manual for Political Parties explains the policy development process, and includes an introductory section explaining the benefits of defining party policy.

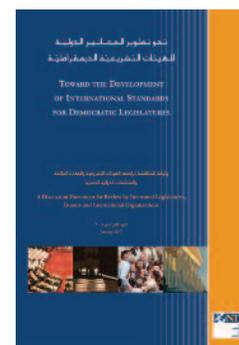


Arabic English

## TRANSPARENT GOVERNMENT: DEVELOPING PUBLIC ACCESS TO GOVERNMENT INFORMATION

**David Banisar – NDI Publication. 40 pages.**

Citizen access to government information is essential to developing and maintaining a civil and democratic society. This handbook discusses the benefits of and precedents for freedom of information laws. It also serves as a guide to developing and implementing



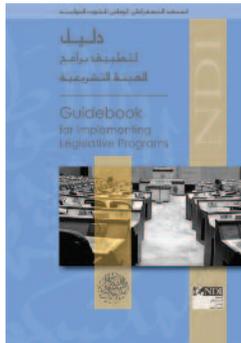
Arabic English

## TOWARDS THE DEVELOPMENT OF INTERNATIONAL STANDARDS FOR DEMOCRATIC LEGISLATURES

**NDI Publication. 92 pages.**

This publication aims to serve as the basis for a discussion within the international community regarding standards for the functioning of democratic legislatures. It examines both organizational aspects of democratic legislatures as well as the function

of parliaments as both legislative and representational bodies. While no international body currently exists to certify the democratic nature of legislative bodies, it is hoped that an international consensus will emerge regarding the characteristics of a functioning, democratic legislature.



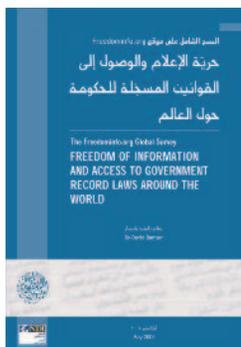
Arabic English

## GUIDEBOOK FOR IMPLEMENTING LEGISLATIVE PROGRAMS

**Susan Benda and Allan Green - NDI Publication. 104 pages.**

This guidebook, based on lessons learned by NDI through its legislative development work, is intended to assist NDI-staff in the implementation of legislative programs in developing democracies.

(Available only in electronic form)



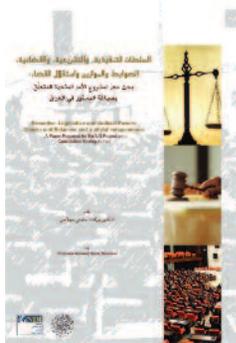
Arabic English

## FREEDOM OF INFORMATION AND ACCESS TO GOVERNMENT RECORD LAWS AROUND THE WORLD

**David Banisar - NDI Publication. 112 pages.**

Access to government records and information is vital to the functioning of a modern government, to stimulating public discussion, and to nurturing citizen trust. This

document surveys the state of freedom of information in countries that have adopted comprehensive national laws on access. The publication also includes a general discussion of the types of institutions, common features of Freedom of Information laws as well as factors to consider when adopting this type of legislation.



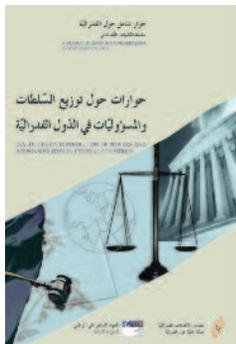
Arabic

## EXECUTIVE, LEGISLATIVE AND JUDICIAL POWERS: CHECKS AND BALANCES AND JUDICIAL INDEPENDENCE

**Bereket Selassie - UN Project. 39 pages.**

An analysis of the constitutional system of checks and balances in different types of government systems. Written before the approval of the Iraqi constitution through a nationwide referendum, this paper was prepared for the UN Project on Constitution-Making in Iraq.

(Available only in electronic form)



Arabic English

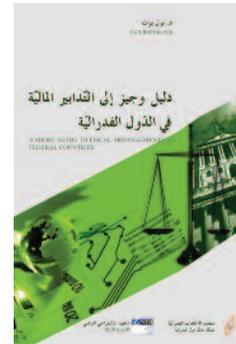
## DIALOGUES ON DISTRIBUTION OF POWERS AND RESPONSIBILITIES IN FEDERAL COUNTRIES

**Forum of Federations Publication. 15 pages.**

This paper explores variations in the constitutional form, scope and operation of the

distribution of powers in different federations. It includes case studies of the federal systems in Canada, Germany, and Mexico.

(Available only in electronic form)



Arabic English

## A SHORT GUIDE TO FISCAL ARRANGEMENTS IN FEDERAL COUNTRIES

**Dr. Paul Boothe - Forum of Federations Publication. 13 pages.**

This report provides policy-makers in new and emerging federations with practical guidance in designing fiscal arrangements best suited to their countries. Four areas of fiscal management are explained along with a review of the experiences of select federations.

(Available only in electronic form)



Arabic English

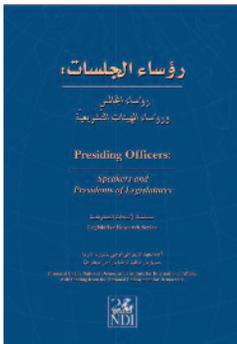
## 1. MODELS OF FEDERAL POWER SHARING

**Ronald Watts - Forum of Federations Publication. 50 pages.**

This paper discusses the growing popularity of the federation in response to comparing desires for smaller and larger government. It explains the major models of federal institutions, including design-related that affect their operation.

## 2. FEDERAL OPTIONS

Written for people engaged in nation-building activities, this paper provides practical examples of ways and means to recognize and accommodate two or more national groups living within a single country. This paper describes basic characteristics of governance models, with an emphasis on particular models. Included is a list of questions related to federalism in situations where there has been a history of conflict and distrust among groups.

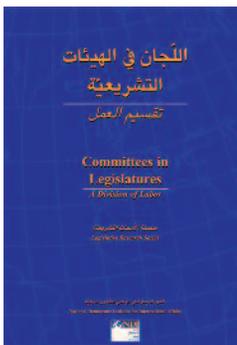


Arabic English

### PRESIDING OFFICERS: SPEAKERS AND PRESIDENTS OF LEGISLATURES

**NDI Publication. 18 pages.**

All legislatures empower a presiding officer whose responsibility is to direct and manage debate. This manual describes the three general models of presiding officers in the legislature. It describes the nature of the speaker's authority based on the history and tradition of each model.

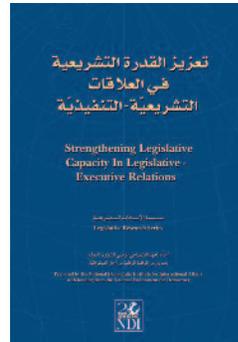


Arabic English

### COMMITTEES IN LEGISLATURES: A DIVISION OF LABOR

**NDI Publication. 20 pages.**

Almost all democratic legislatures depend on committees to conduct their business. This paper discusses the different types of committees, committee meetings and hearings, committee membership, leadership and staff and their roles in the legislative process.

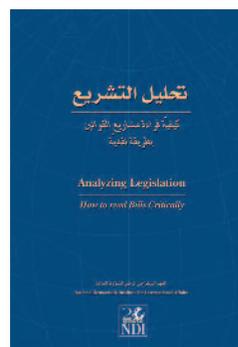


Arabic English

### STRENGTHENING LEGISLATIVE CAPACITY IN LEGISLATIVE-EXECUTIVE RELATIONS

**NDI Publication. 48 pages.**

This paper describes legislative-executive relations in various democracies and assists legislators in effectively asserting their legislative authority. It also provides mechanisms and strategies that can be employed to improve this authority.

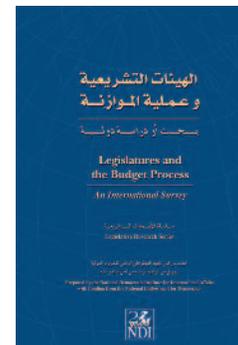


Arabic English

### ANALYZING LEGISLATION: HOW TO READ BILLS CRITICALLY

**NDI Publication. 18 pages.**

Designed for parliamentarians and staff, this guide outlines techniques to simplify the analysis of challenging and technical bills. This handbook was drafted by NDI staff after conducting a series of bill analysis workshops for the Parliament of the Republic of Namibia.



Arabic English

### LEGISLATURES AND THE BUDGET PROCESS - AN INTERNATIONAL SURVEY

**NDI Publication. 45 pages.**

The development of a national budget is considered to be a government's most important activity. This paper examines the legislature's ability to influence the budget and reviews the budgetary trends of developed and developing democracies. Drawing from the experiences of several countries, this paper discusses the role of the legislature in reviewing and approving the budget.



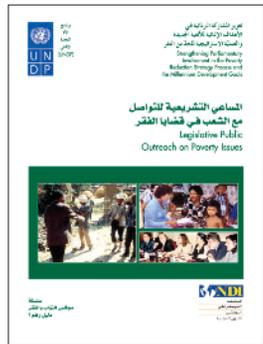
Arabic English

### Strengthening Parliamentary Involvement in the Poverty Reduction Strategy Process and the Millennium Development Goals: PARLIAMENTARY-CIVIC COLLABORATION FOR MONITORING POVERTY REDUCTION INITIATIVES

**UNDP, NDI Publication. 29 pages.**

This guide is designed to facilitate relationships between civil society and parliament with the aim of monitoring Millennium Development Goals (MDG) and the world Bank's Poverty Reduction Strategy

Paper (PRSP). Detailing the various stages of this relationship, this guide focuses on assessing potential collaboration, building relationships, creating and maintaining monitoring strategies, and publicizing results.



Arabic English

### Strengthening Parliamentary Involvement in the Poverty Reduction Strategy Process and the Millennium Development Goals LEGISLATIVE PUBLIC OUTREACH ON POVERTY ISSUES

**UNDP, NDI Publication. 35 pages.**

This publication seeks to assist parliaments in facilitating and improving communication on poverty reduction issues with the electorate. It details various audiences and the types of public outreach strategies to implement.

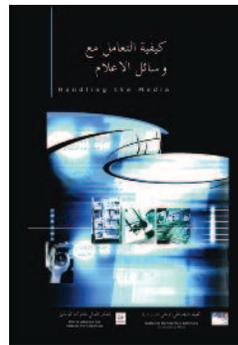


Arabic English

### Strengthening Parliamentary Involvement in the Poverty Reduction Strategy Process and the Millennium Development Goals LEGISLATIVE-EXECUTIVE COMMUNICATION ON POVERTY REDUCTION STRATEGIES

**UNDP, NDI Publication. 29 pages.**

This guide is designed for those who are working with parliaments to strengthen the legislative role in implementing MDG and PRSP by strengthening legislative-executive communication.



Arabic English

### HANDLING THE MEDIA

**Karen Hurt - CIVICUS Publication. 48 pages.**

This toolkit provides organizations that do not have dedicated media liaison personnel-and even those that do - with tips, tools, and ideas on how to handle media - related situations, such as requests for interviews, press statements, and media crises. Recommendations are also made on how organizations can use the media to send out clear messages about project goals and achievements.



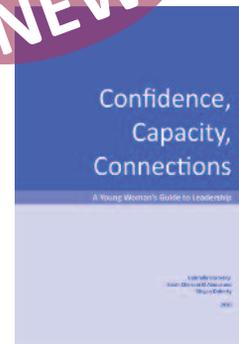
Arabic English

### MEDIA AND ELECTIONS

**IMPACS Publication. 30 pages.**

This guide reviews the principles and conditions that must exist for democratic elections to take place, the media's role in covering an election campaign and the role of responsible media. IMPACS is a Canadian

charitable organization committed to the protection and expansion of democracy and to strengthening civil society. This manual was written and translated into Arabic by IMPACS; a limited number of copies were reprinted by NDI with the permission of IMPACS.



Arabic English

### CONFIDENCE, CAPACITY, CONNECTIONS - A YOUNG WOMAN'S GUIDE TO LEADERSHIP

**Gabriella Borovsky, Sarah Cherrabi El Alaoui and Megan Doherty - NDI Publication. 100 pages.**

This guidebook aims to help young women with all aspects of leadership, from balancing personal and professional responsibilities to planning and implementing advocacy projects. The guidebook is designed as a workbook rather than a textbook, with charts and exercises for readers to chart their progress. It also includes a section on how to use new media tools and social networking sites effectively.

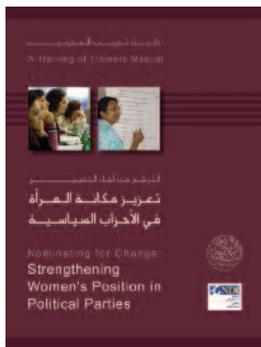


Arabic English

## NATIONAL PLATFORM FOR WOMEN

**NDI Publication. 40 pages.**

The National Platform for Women is a concise and persuasive document that identifies priority issues for Iraqi women and provides sound recommendations for government policy and political party action. Written by a group of women representing Iraq's regional, political, ethnic and religious diversity, this document includes consensus policy positions on a number of issues including: healthcare, education, economic empowerment, and political participation.

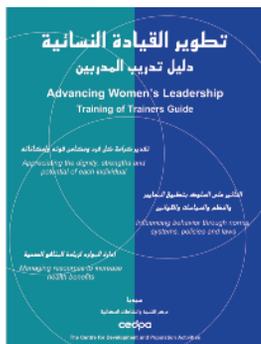


Arabic English

## NOMINATING FOR CHANGE: STRENGTHENING WOMEN'S POSITION IN POLITICAL PARTIES

**NDI Publication. 152 pages.**

This manual was prepared as a Training of Trainers tool to prepare participants to deliver workshops that help increase women's skills to get themselves nominated by their political parties. The manual is organized into training sessions, with some sessions focusing on general training skills, while others are topic specific.

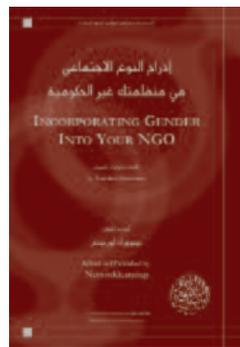


Arabic English

## ADVANCING WOMEN'S LEADERSHIP: TRAINING OF TRAINERS GUIDE

**Mary Jo Larson & Xiaoping Tian - CEDPA Publication. 291 pages.**

This handbook incorporates training methods, activities, concepts and tools into workshops to advance women's leadership. The publication aims to increase women's access to leadership opportunities, enhance the political influence of women leaders and increase women's health options and benefits.



Arabic English

## INCORPORATING GENDER INTO YOUR NGO

**Nicolien Wassenaar - Networklearning Publication. 56 pages.**

This manual is designed to help NGOs incorporate gender into all aspects of an organization and thus achieve gender mainstreaming, balance and equality within the organization and its activities. The publication outlines the steps necessary to undertake in order to 'engender' an organization and includes related resources and tools.



Arabic English

## A MEDIA GUIDEBOOK FOR WOMEN: FINDING YOUR PUBLIC VOICE

**USAID Publication. 35 pages.**

This book primarily addresses women political candidates and women in public life interested in building or strengthening their skills in media presentation. It provides practical guidance on how to conduct a meaningful interview and deliver an inspiring speech.



Arabic English

## HOW TO DO A GENDER-SENSITIVE BUDGET ANALYSIS: CONTEMPORARY RESEARCH AND PRACTICE

**Debbie Budlender, Rhonda Sharp and with Kerri Allen - AusAID, Commonwealth Secretariate, NDI Publication. 84 pages.**

This guide targets governments and parliaments considering the elaboration and adoption of gender-sensitive budgets. It covers the issues, methods, and strategies faced during the first year of implementation. Although the manual uses a practical approach, it also reviews applications stemming from emerging research. The data is drawn from countries with other gender-sensitive budgets in place or in the process of initiation.



Arabic

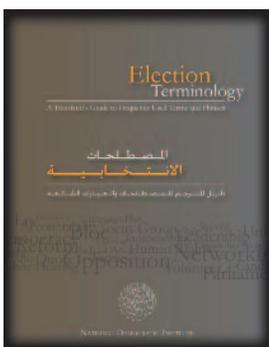
## WOMEN'S RIGHTS IN THE NEW CONSTITUTION OF IRAQ: PERSPECTIVES FROM THE AFGHAN CONSTITUTIONAL EXPERIENCE

**Mariam A. Nawabi - NDI Publication. 23 pages.**

This handbook argues that socioeconomic development in Iraq cannot progress if the legal framework does not support equality before the law for all citizens. However, Afghanistan's experience demonstrates how catalysts for reform of women's rights resulting from foreign intervention were short-lived. The author argues for the support of homegrown efforts in advocating for gender equality in the Iraqi constitution.

(Available only in electronic form)

## ELECTIONS



Arabic English

## ELECTION TERMINOLOGY: AN ENGLISH-ARABIC TRANSLATOR'S GUIDE TO FREQUENTLY USED TERMS AND PHRASES

**NDI Publication. 184 pages.**

NDI's Arabic Publication Center in Beirut first published an English-Arabic Translator's Guide to Election Terminology in 2005. This updated version includes 200 additional entries and a new Arabic-English feature, leaving few stones unturned. Even the most specialized terms have been discussed and defined.



Arabic English

## DECLARATION OF PRINCIPLES FOR INTERNATIONAL ELECTION OBSERVATION AND CODE OF CONDUCT FOR INTERNATIONAL ELECTION OBSERVERS

**UN Publication. 30 pages.**

Developed in coordination with the UN, the declaration of principles and code of conduct for international election observation have been endorsed by 23 inter-governmental organizations and international NGOs. This document also serves as a base standard for domestic election observation efforts.

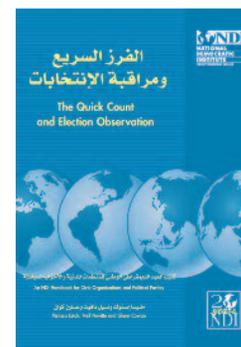


Arabic English

## MONITORING ELECTRONIC TECHNOLOGIES IN ELECTORAL PROCESSES

**Vladimir Pran and Patrick Merloe - NDI Publication. 184 pages.**

This guide aims to increase the understanding of civic and political activists regarding what transparency measures to demand in establishing safeguards concerning electronic electoral technologies, as well as what skills their organizations will need to develop to verify the integrity of electronic electoral technologies. Specifically, it covers the types of technologies employed, the potential challenges for electoral integrity brought by such technologies, issues to consider in deciding whether to introduce electronic technologies and transparency that should be employed when electronic technologies are utilized.

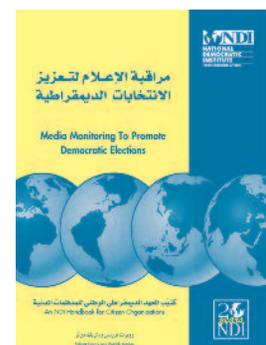


Arabic English

## THE QUICK COUNT AND ELECTION OBSERVATION

**Melissa Estok, Neil Nevitte and Glenn Cowan - NDI Publication. 172 pages.**

Designed for civic organizations that monitor elections, this manual updates the A to Z manual, also listed in this catalogue, with more advanced material and provides practical information on "quick counts" otherwise known as Parallel Vote Tabulations (PVTs). This manual covers the election monitoring process from assessing the feasibility of such an initiative to securing funding for it. It also provides examples and formulas of the statistical principles used in quick count methodology.



Arabic English

## MEDIA MONITORING TO PROMOTE DEMOCRATIC ELECTIONS

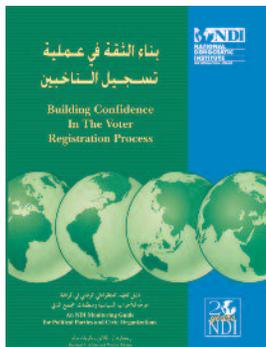
**Robert Norris and Patrick Merloe - NDI Publication. 137 pages.**

Using examples and experiences from NDI partners around the world, this book specializes in helping election monitoring groups monitor the media more effectively. Aimed at civic organizations, journalist associations, political parties, and others who support a free press, this publication details the steps involved in media monitoring, from initiating a project to planning and presenting the final report.

## HOW DOMESTIC ORGANIZATIONS MONITOR ELECTIONS: AN A TO Z MANUAL

**NDI Publication. 162 pages.**

This handbook serves as a basic toolkit for domestic civic organizations conducting election monitoring programs. Drawing on the experiences of NDI partner organizations around the world, it lays out the key elements involved in observation of the entire election process.

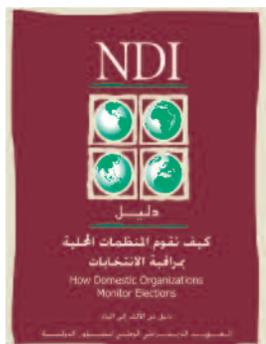


Arabic English

## BUILDING CONFIDENCE IN THE VOTER REGISTRATION PROCESS

**Richard Klein and Patrick Merloe - NDI Publication. 101 pages.**

This guide addresses ways that political parties and civic organizations can monitor and promote improvements to the voter registration process. It details how to effectively monitor voter registration and how to develop a strategy for testing the accuracy of voter lists.



Arabic English