National Democratic Institute

Arabic
Publications
Catalogue

Arabic Publications Catalogue

Arabic Publications Catalogue
National Democratic Institute

NEW

Arabic
English

Political Parties and Democracy in Theoretical and Practical Perspectives
Parliamentary Groups
Norm Kelly and Sefakor Ashiagbor – NDI Publication

This paper discusses the various models of representation that elected officials use in the legislature and how these models can affect the relationship between them and their parties. It also addresses the rules and structures that affect party behavior and the relationships between parties, their parliamentary representatives and parliament. The paper further examines how parliamentary groups organize themselves, both in terms of internal structures and how they interact with the party structure outside of parliament.
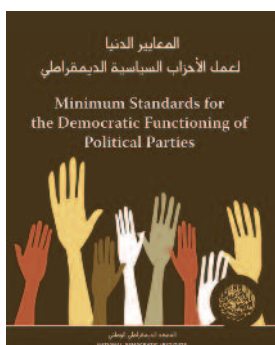
Arabic
English

A Compilation of Political Party Statutes
NDI Publication.

This compilation includes statutes from nine political parties of different ideological backgrounds, geographic locations and size. Drawing from the statutes included in this publication, the introduction uses selected examples to highlight how different political parties have addressed various organizational issues.

Arabic
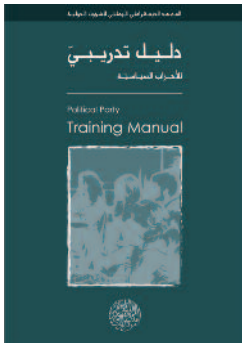### English

Minimum Standards for the Democratic Functioning of Political Parties
NDI Publication.

Regardless of ideology, location or size, political parties seeking to make their practices more inclusive and to institutionalize their operations will benefit from this manual, which assembles the best practices of a range of established and broadly democratic political parties.

POLITICAL PARTY TRAINING MANUAL

NDI Publication.

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.

This handbook is an introduction to the topic of money in politics with special emphasis on the role of disclosure. The first publication entirely committed to the topic of political financial disclosure, the Money in Politics Handbook analyzes 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.

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, whith 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

Political Parties and Democracy in Theoretical and Practical Perspectives
SELECTING CANDIDATES FOR LEGISLATIVE OFFICE
Sefakor Ashiagbor. NDI Publication.

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

Political Parties and Democracy in Theoretical and Practical Perspectives
ADOPTING PARTY LAW
Kenneth Janda - NDI Publication.

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.

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 competition 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.

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.

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.
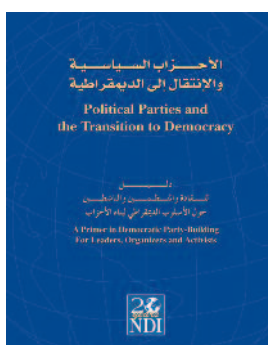
Arabic

English

MONEY IN POLITICS -
A STUDY OF PARTY FINANCING IN 22 COUNTRIES
Shari Bryan & Denise Baer - NDI Publication.

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 THE TRANSITION TO DEMOCRACY

NDI Publication.

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.
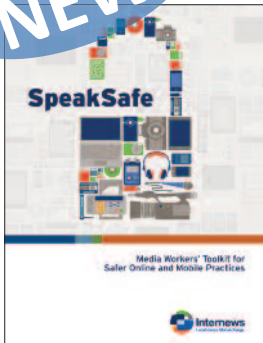
Arabic

English

DEMOCRACY OUT OF BALANCE

Ivan Doherty - NDI Publication.

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

NEW

SpeakSafe: Media Workers' Toolkit for Safer Online and Mobile Practices
Manisha Aryal, Editor and Producer – Internews Publication.

This toolkit introduces reporters, journalists, bloggers and media workers to simple yet effective practices to keep secure important information and communications. It also introduces several excellent online resources where you can find additional information, tutorials and software.

Arabic

English

Strategic Use of IT in Youth Engagement for Global Citizenship
CCIC Publication.

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

Guide to Action: Simple Steps Towards Change
TakingITGlobal Publication.

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.

Arabic

English
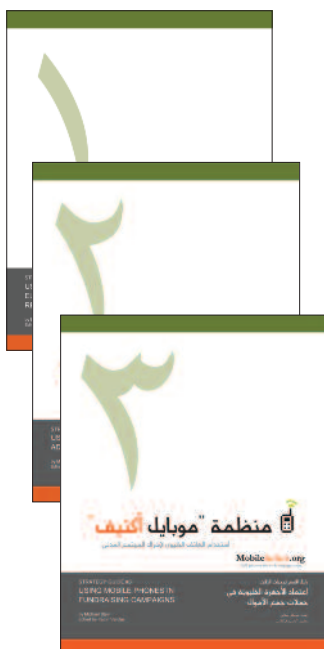
MOBILE ACTIVE STRATEGY GUIDES
Michael Stein, Edited by Katrin Verclas - MobileActive Publication.

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.

Guide 1 **Arabic**
Guide 1 **English**
Guide 2 **Arabic**
Guide 2 **English**
Guide 3 **Arabic**
Guide 3 **English**

THE VIRTUAL ACTIVIST TRAINING GUIDE
NetAction Publication.

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.
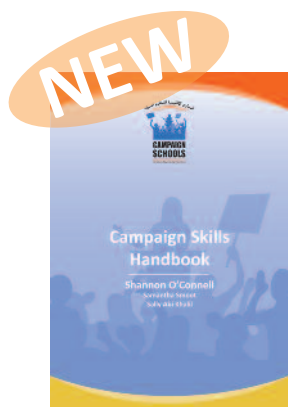
Arabic
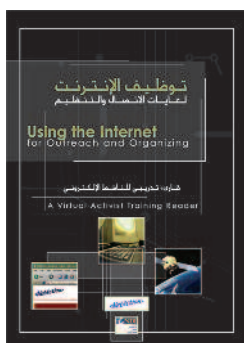
English

USING THE INTERNET FOR OUTREACH AND ORGANIZING

NetAction Publication.

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)
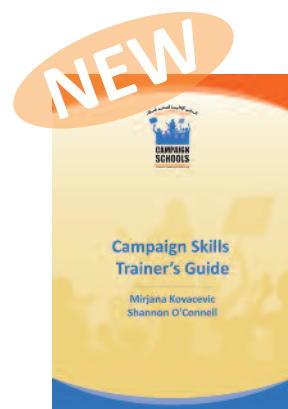
Arabic

English

NEW

Arabic
English

Campaign Skills Handbook

Shannon O'Connell, with Sally Abi Khalil and Samantha Smoot - NDI Publication.

A step-by-step manual for candidates, political party activists, and campaign staff, the new Campaign Skills Handbook guides users through a comprehensive process for planning and implementing electoral campaigns. The handbook includes 11 modules, with practical worksheets and exercises, covering Political Parties; Leadership; Research, Strategy and Targeting; Voter Contact; Policy; Message Development; Communications Strategy and Skills; Campaign Planning; Mobilizing Resources; and Getting on a List. This guidebook can be paired with the companion Trainer's Guide as the foundation of a campaign planning and mobilizing resources.

NEW

Arabic
English

Campaign Skills Trainer's Guide

Mirjana Kovacevic and Shannon O'Connell - NDI Publication.

The Campaign Skills Trainer's Guide features a comprehensive curriculum and customizable content, enabling trainers to facilitate high-impact, experiential workshops on political skills and best practices for candidates, campaign managers and/or political party activists. Modules can be taught individually or in any combination, providing organizers with training options ranging from a stand-alone workshop on one topic to an in-depth, multi-day campaign school. Packed with tips on timing, exercises, discussion points and debriefs, this Trainer's Guide is an essential reference for trainers, as well as a great resource for planning a training program.
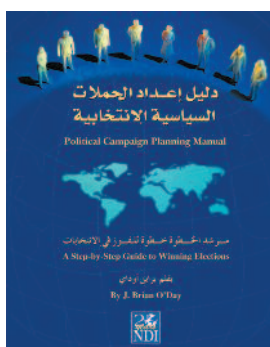
Arabic
English

Political Campaign Planning Manual

J. Brian O'Day - NDI Publication.

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.

DESIGNING AN EFFECTIVE CAMPAIGN PLAN
Audrey Mc Laughlin and Jennifer Mauro - NDI Publication.

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.
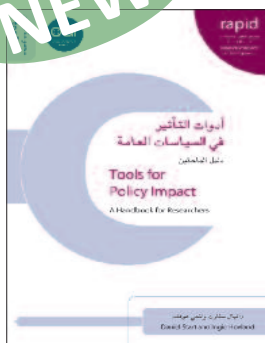
Arabic

English

NEW

Arabic

English

Strengthening Parliamentary Accountability, Citizen Engagement and Access to Information: A Global Survey of Parliamentary Monitoring Organizations

Andrew G. Mandelbaum – NDI & World Bank Institute Publication.

With the potential to give voice to citizen concerns, oversee public spending, and help spur development, parliaments play a key role in deepening democracy. Citizen groups have become more active in monitoring parliaments, assessing their performance and coming up with new ways to enable citizens to participate in the political process. This new publication highlights a variety of good practices in parliamentary monitoring and examines the work of 191 parliamentary monitoring organizations (PMOs) in over 80 countries.

NEW

Arabic

English

Tools for Policy Impact: A Handbook for Researchers

Daniel Start and Ingie Hovland - Overseas Development Institute (ODI).

The Overseas Development Institute (ODI) as part of its Research and Policy in Development (RAPID) program, has looked at the links between research and policy for several years. This handbook presents work in progress on tools for policy impact particularly targeted at civil society organizations, whose activities involve gathering evidence, doing research, and putting forth strategies for social, environmental, and economic development. The handbook offers a wide variety of tools relating to research, context assessment, communication, and policy influence.

NEW

Arabic

English

Political Process Monitoring: Activist tools and techniques

Kourtney Pompi & Lacey Kohlmoos - NDI Publication.

Developed by NDI's citizen participation team, this guide explores the work that the Institute and its partner groups have conducted across five types of political-process monitoring – legislative monitoring; budget monitoring, budget advocacy and expenditure tracking; shadow reporting; monitoring government follow-through; and election campaign-related monitoring.
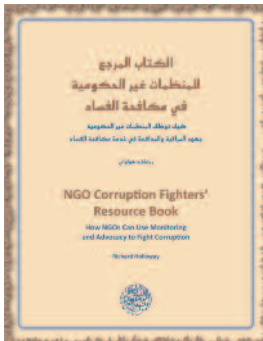
NGO Corruption Fighters' Resource Book: How NGOs can use monitoring and advocacy to fight corruption

Richard Holloway.

Designed for NGOs from a variety of backgrounds that want to fight corruption, this book helps practitioners to understand the anti-corruption context world-wide, and offers effective tools developed by human rights and advocacy organizations.
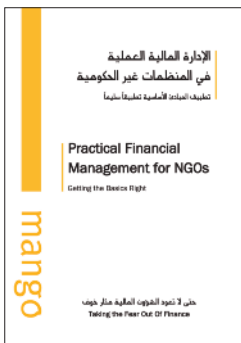
Arabic

English

Practical Financial Management for NGOs

Terry Lewis - MANGO Publication

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

Civic Participation Terminology: A Guide to Frequently Used Terms and Phrases

NDI Publication.

Part of NDI's efforts to create a new and precise lexicon to convey the concepts central to democracy and governance, this glossary builds on decades of experience working with citizens and civil society organizations and was originally developed as part of the Citizen Lebanon civic education and advocacy program.
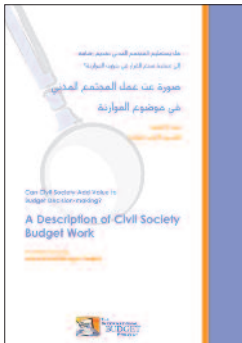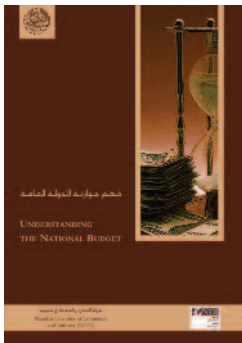
Arabic/English

A DESCRIPTION OF CIVIL SOCIETY BUDGET WORK
Warren Krafchik - International Budget Project Publication.

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.

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.

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.

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.

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

An Introduction to Advocacy: A Training Guide

Rita A. Sharma.

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.
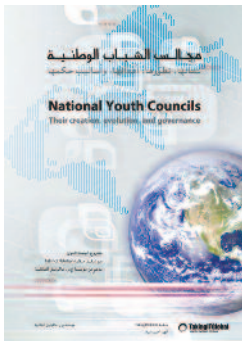
Arabic

English

LOBBYING PARLIAMENT: A GUIDE FOR NGOs

NDI Publication.

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

Arabic

English

NATIONAL YOUTH COUNCILS

Clarisse Kehler Siebert and Franziska Seel - TakingITGlobal Publication.

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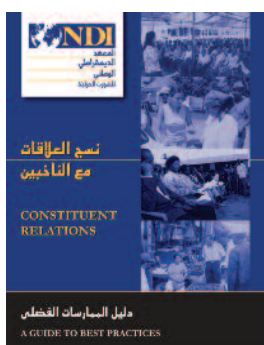
Arabic

English

Constituent Relations: A Guide to Best Practices
NDI Publication.

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.

Arabic

English

Policy Development Manual for Political Parties
NDI Publication.

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

Arabic

English

Democratic Oversight of Police Forces
NDI Publication.

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.

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

TRANSPARENT GOVERNMENT: DEVELOPING PUBLIC ACCESS TO GOVERNMENT INFORMATION
David Banisar – NDI Publication.

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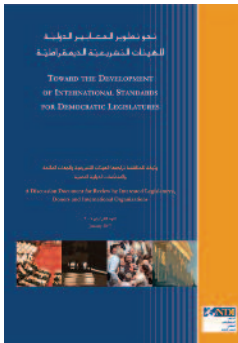
Arabic

English

PARLIAMENTARY HUMAN RIGHTS COMMITTEES
Ingeborg Schwartz - NDI Publication.

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.
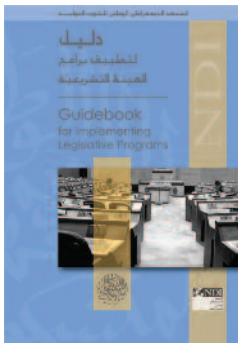
Arabic

English

TOWARDS THE DEVELOPMENT OF INTERNATIONAL STANDARDS FOR DEMOCRATIC LEGISLATURES
NDI Publication.

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 exists, it is hoped that an international consensus will emerge regarding the characteristics of a functioning, democratic legislature.
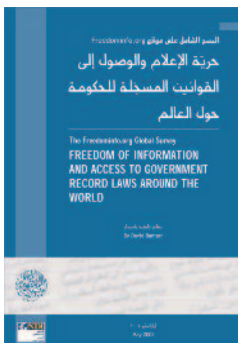
Arabic

English

GUIDEBOOK FOR IMPLEMENTING LEGISLATIVE PROGRAMS
Susan Benda and Allan Green - NDI Publication.

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.

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 common features of Freedom of Information laws as well as factors to consider when adopting this type of legislation.

Arabic

English

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

Bereket Selassie - UN Project.

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

DIALOGUES ON DISTRIBUTION OF POWERS AND RESPONSIBILITIES IN FEDERAL COUNTRIES

Forum of Federations Publication.

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.

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

MODELS OF FEDERAL POWER SHARING/ FEDERAL OPTIONS
Ronald Watts - Forum of Federations Publication.

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. Included is a list of questions related to federalism in situations where there has been a history of conflict and distrust among groups.
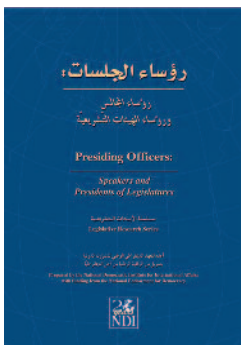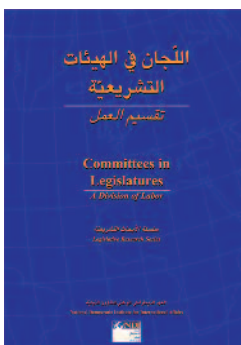
Arabic

English

PRESIDING OFFICERS: SPEAKERS AND PRESIDENTS OF LEGISLATURES
NDI Publication.

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.
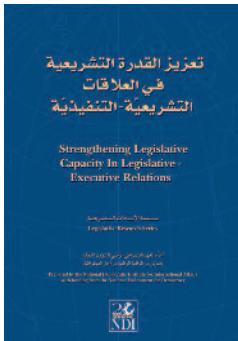
Arabic

English

COMMITTEES IN LEGISLATURES: A DIVISION OF LABOR
NDI Publication.

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.
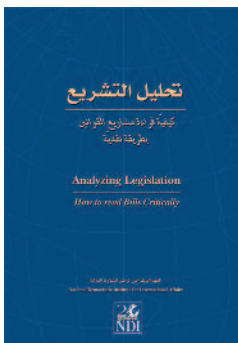
Arabic

English

STRENGTHENING LEGISLATIVE CAPACITY IN LEGISLATIVE-EXECUTIVE RELATIONS
NDI Publication.

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.
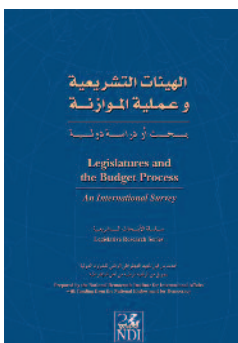
Arabic

English

ANALYZING LEGISLATION: HOW TO READ BILLS CRITICALLY
NDI Publication.

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.

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.

This guide is designed to facilitate relationships between civil society and parliament with the aim of monitoring Millenium 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.

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.
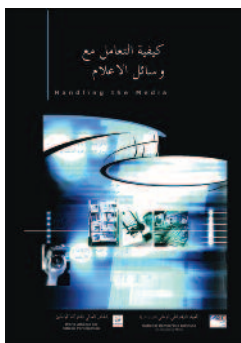
Arabic

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.

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.

This toolkit provides organizations 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.
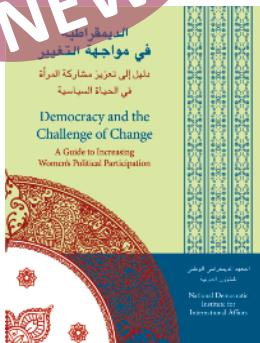
Arabic

English

Media and Elections

IMPACS Publication.

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

Democracy and the Challenge of Change: A Guide to Increasing Women's Political Participation

Kristin Haffert, Shannon O'Connell, Holly Ruthrauff, and Elizabeth Powley – NDI Publication.

This guide focuses on programs in the areas of citizen participation, elections, political parties and governance. It presents the case for increasing women's participation and provides information on best practices and strategies to move that goal forward. The handbook also offers case studies, check lists and additional reading for each of the areas highlighted, as well as a general list of factors or tactics to consider when designing a program.
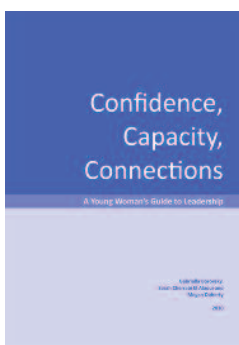
Arabic

English

Assessing Women's Political Party Programs: Best Practices and recommendations

Susanna McCollom, Kristin Haffert, & Alyson Kozma - NDI Publication.

NDI embarked on this assessment in an effort to better understand effective approaches to women's political party programs across a number of regions and to measure the impact of such programs. The assessment is designed to identify the specific elements and approaches which were most effective in encouraging women's participation and leadership in political parties. Although drawn from NDI programs, the information gathered in this assessment is intended to be used by both individuals and organizations as a road map to help facilitate women's political leadership worldwide.

Arabic

English

Confidence, Capacity, Connections - A Young Woman's Guide to Leadership

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

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.
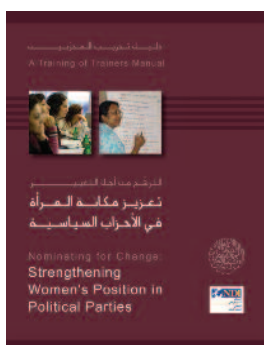
Arabic

English

NATIONAL PLATFORM FOR WOMEN
NDI Publication.

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.

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.

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

INCORPORATING GENDER INTO YOUR NGO
Nicolien Wassenaar - Networklearning Publication.

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.

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.

This guide targets governments and parliaments considering the 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
English

NEW
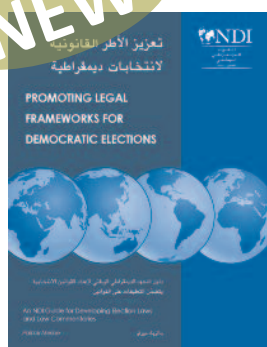
Arabic

English

Promoting Legal Frameworks for Democratic Elections: An NDI Guide for Developing Election Laws and Law Commentaries

Patrick Merloe – NDI Publication.

This guide aims to assist leaders of political parties and civic organizations, legislative drafters, electoral authorities, journalists and representatives of international organizations in the development of election laws and legal frameworks for democratic elections. Developed primarily for use by domestic constituencies interested in promoting electoral integrity, the guide can also be used by the international community in assessing electoral laws and promoting democratic elections.

NEW

Election Monitoring Field Guides

NDI Publication.

This series of six field guides is designed as an easy-reference tool for domestic non-partisan election observers. Field guides are intended to complement the other NDI manuals available on domestic election observation in this catalogue.

The series includes:

- **Planning for Election Observation:** how to make a detailed plan to support all aspects of your election observation effort.
- **Recruiting and Training Observers:** How to select and prepare observers for a successful observation effort.
- **Drafting Election Statements and Reports:** how to effectively communicate the findings of your observation exercise to the public.
- **Developing Observation Forms & Manuals:** how to develop good observation forms and manuals to guide observers and collect useful data.
- **Managing Internal Communications:** how to develop an internal communications plan for your election observation activities.
- **Applying International Election Standards:** how to use international standards and principles to evaluate election processes and promote electoral reform.
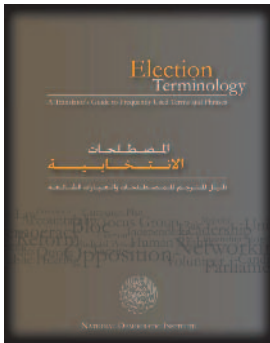
Arabic

English

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

NDI's Arabic Publication Center in Beirut first published an English-Arabic Translator's Guide to Election Terminology in 2005. An invaluable aid for government election bodies, CSO's, election monitoring groups and the press. This updated version includes 200 additional entries and a new Arabic-English feature.
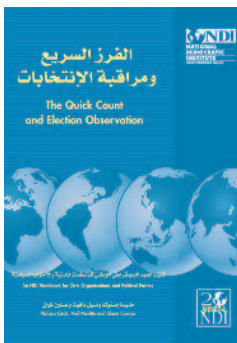
Arabic/English

DECLARATION OF PRINCIPLES FOR INTERNATIONAL ELECTION OBSERVATION AND CODE OF CONDUCT FOR INTERNATIONAL ELECTION OBSERVERS
UN Publication.

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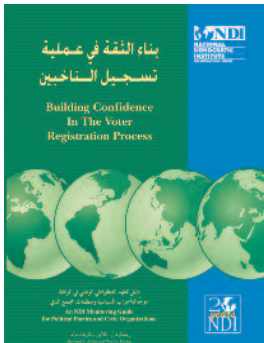
Arabic/English

THE QUICK COUNT AND ELECTION OBSERVATION
Melissa Estok, Neil Nevitte and Glenn Cowan - NDI Publication.

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

BUILDING CONFIDENCE IN THE VOTER REGISTRATION PROCESS
Richard Klein and Patrick Merloe - NDI Publication.

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

MEDIA MONITORING TO PROMOTE DEMOCRATIC ELECTIONS
Robert Norris and Patrick Merloe - NDI Publication.

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.

Arabic

English

MONITORING ELECTRONIC TECHNOLOGIES IN ELECTORAL PROCESSES
Vladimir Pran and Patrick Merloe - NDI Publication.

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

Arabic

English

HOW DOMESTIC ORGANIZATIONS MONITOR ELECTIONS: AN A TO Z MANUAL
NDI Publication.

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.