

"MODERNIZATION OF PROGRAMME AND ADMINISTRATIVE SYSTEMS OF THE MINISTRY OF FOREIGN AFFAIRS OF GEORGIA

UNDP Project ID
UNDP Project section Government, ICTD
Project Duration: June - 1997 – Feb-2001

Background:

Considering the increased demands put on the Ministry of Foreign Affairs since the independence, taking into consideration the increasing duties towards the international, as well as national, community, there was a need to strengthen their capacity and human resources, reforming the administration and management systems of the Ministry of Foreign Affairs.

Objective:

Increasing the operational capacity of the Ministry of Foreign Affairs in Tbilisi and of the *External Service of Georgia* through the modernization of methods, procedures and technological support used in the process of analysis, programming and administration of intra and inter institutional relations.

Activities:

Through technical assistance, training and providing necessary equipment, rearranging the organisational forms and improving professional capacity of diplomatic officials and technicians in the Ministry of Foreign Affairs.

Outcomes:

- Infrastructure and ICT-s of support to the processes of intra and inter institutional administration.
- A system of internal document flow, i.e. official correspondence and archives.
- A system of Administration Control for the different Departments.
- A system of Basic Administrative Information for the Ministry of Foreign Affairs.
- A system of information for analysis and programming of international relations.
- International information service about the Republic of Georgia on Internet
- Intra and inter institutional system for the bi- and multilateral relationships.
- Infrastructure and ICT-s for the internal administration of number of missions abroad and their operational relations with the departments of the Ministry of Foreign Affairs in Tbilisi.
- A system for internal Administration of missions abroad and operational co-ordination with the departments of the Ministry of Foreign Affairs.