

TITLE OF EDITION		TYPE OF EDITION	PUBLICATION DATE
Topic:	MANAGEMENT ; HUMAN RESOURCES MANAGEMENT		
Personnel Management: Methodological Approaches and Practical Recommendations	Methodological Manual		2003
Personnel Management	Methodological-Practical Manual		2003
Human Resources Management	Methodological-Practical Manual		2008
Organizational Management	Methodological-Practical Manual		2008
Topic:	“CIVIL SERVANT’S LIBRARY” : SERIE “ADVICE TO CIVIL SERVANTS”		
Achieving Leadership	Manual		2003
Conducting Dialogues	Manual		2003
Influencing Your Colleagues	Manual		2003
Preparation and Organization of Public Speeches	Manual		2003
Business Etiquette	Manual		2004
Business Correspondence	Manual		2004
Time Management	Manual		2005
Self-Management	Manual		2005
Internet for Beginners	Manual		2005
Practical Usage of Internet	Manual		2005
Conflict Management	Manual		2005
Topic:	“CIVIL SERVANT’S LIBRARY” : SERIE “MANUAL FOR CIVIL SERVANTS”		
Personal Computer for the Beginners	Manual		2003
Public Relations Management	Manual		2003
E-Government	Manual		2004
Tests of the Competition-based Attestation Committee of the Ministry of Finance	Tests		2004
Document Management in a Public Institution	Manual		2005
International Law	Manual		2005
Georgia and Eurointegration	Manual		2005
Principles for Communicating With Citizens	Manual		2005
Document Management. Record Keeping	Manual		2005
Fundamentals of Financial Accounting. International Standards	Manual		2005
Bookkeeping	Manual		2005
Planning, Implementing and Controlling the State Budget	Manual		2005
Accounting and Taxes	Manual		2006
Basis of Financial Control	Methodological Manual		2006
Public Sector Financial-Economic Control	Manual		2006
Problems of Introduction of Performance Audit in Georgia	Manual		2007
General Administrative Law	Course of Lectures		2007
Parliament and Protocol	Course of Lectures		2007
Topic:	“CIVIL SERVANT’S LIBRARY”: SERIE “CIVIL SERVANT AND LEGISLATION”		
Registration of Budget Revenues (first edition)	Brochure		2004
Tax Code of Georgia	Desk book		2005
Registration of Budget Revenues (second edition)	Brochure		2005
Controlling Activities for Registering the Supplying and Taxation of Oil Products	Brochure		2005
Instructions for the Budgetary Organizations About Making Commitments and Managing Expenditures	Brochure		2005
Law of Georgia On Statistics (Two editions)	Brochure		2003-2005
Collection of Normative Acts (Legislation): State Registration of Businesses and Management of the Business Registry	Desk book – collection		2005
Collection of Normative Acts (Legislation): For the	Desk book – collection		2005

Officials of Civil Registry Institutions		
Collection of Normative Acts (Legislation): For the Officials of Local Government and Self-Government Bodies	Desk book – collection	2005
Collection of Normative Acts (Legislation): For the Officials of Chamber of Control	Desk book – collection	2005
Collection of Normative Acts (Legislation): For the Officials of the System of Ministry of Finance - Part I	Desk book – collection	2005
Collection of Normative Acts (Legislation): For the Officials of the System of Ministry of Finance - Part II	Desk book – collection	2005
Collection of Normative Acts of Tax Legislation (two editions)	Desk book – collection	2005
Budget of a Local Self-government Body	Brochure	2005
Legislative Proceedings	Brochure	2005
Procedures of the Parliamentary Legislative Process and Decisions	Brochure	2005
Georgian Legislature answers to the 100 questions of a district governor ("Gamgebeli")	Brochure	2005
Main directions of 2006 State Budget of Georgia	Brochure	2006
Instructions About the Accounting System of the Budgetary Organizations and Legal Entities	Brochure	2006
State Financial Control	Brochure	2006
Georgian Tax Code, Georgian Customs Code and Georgian Customs Legislative on Customs Duties	Desk book – collection	2006
Collection of Codes: Criminal Code of Georgia, Criminal Procedural Code of Georgia, General Administrative Code of Georgia, Administrative Procedural Code of Georgia	Desk book – collection	2006
Constitution of Georgia, Constitution of Autonomous Republic of Abkhazia, Law of Georgia on The Status of the Autonomous Republic of Adjara	Brochure	2006
Instructions for the Organizations Under Services of State Treasury About Making Commitments and Managing Expenditures	Brochure	2007
Instructions for Kutaicy City Hall Apparatus, Municipalities and Local Institutions in Document Management	Desk book	2007
FAQ and answers for pensioners and welfare recipients	Brochure	2007
Collection of Legislative, Normative Acts, Definitions and Methodological Materials	Desk book	2007
Archiving Regulations for the State Institutions	Brochure	2007
Collection of Normative Acts (Legislation): For MPs and the Officials of the Parliament Staff (Four Editions)	Desk book – collection	2005-2008
Regulations of the Parliament of Georgia (Three editions)	Brochure	2006-2008
List of Statutes of Georgia (Two Editions)	Desk book – collection	2006-2008
Labour Code of Georgia. Immunities and social benefits	Brochure	2008
Constitution of Georgia. Constitution of Autonomous Republic of Abkhazia. Constitutional Law of Georgia on the Status of the Autonomous Republic of Adjara. Draft Constitution of the Autonomous Republic of Adjara	Desk book – collection	2008
Instruction for the budgetary organizations' accounting practices	Brochure	2008
Instruction for the State Treasury beneficiaries - budgetary organizations' payments of taxes	Brochure	2008
Treasury Codes for the State Budget Income Revenues	Brochure	2008
Topic:	PUBLICATION SERIE "GOVERNMENT AND SOCIETY"	
Our Home	Information-Reference Brochure (four editions)	2003-2004
No More, No Less	Information-Reference Brochure	2003-2004

	(three editions)	
Your Rights and Responsibilities	Information-Reference Brochure (three editions)	2003-2004
One Tetri...	Information-Reference Brochure (four editions)	2003-2004
Crime and Punishment	Information-Reference Brochure (four editions)	2003-2004
Topic:	MANAGEMENT INFORMATION SYSTEMS AND ICTs	
State Chancellery: Information and Management System (Two editions)	Practical User's Guide	1998
Information and Management System	Practical User's Guide	1999
Information Resources for the Civil Society Organizations' Activists	Computer-aided self-teaching CD-guide	2003
WWW.MOF.GE Advertising Page	Referential Leaflet	2003
WWW.IMERETI.GE Advertising Page	Referential Leaflet	2003
WWW.KUTAISI.COM.GE Advertising Page	Referential Leaflet	2003
WWW.IMERETI.GE – Web-site Companion	Practical User's Guide; Information-Reference Brochure	2003
WWW.MOF.GE – Web-site Companion	Practical User's Guide; Information-Reference Brochure	2004
WWW.KUTAISI.COM.GE – Web-site Companion	Practical User's Guide; Information-Reference Brochure	2004
Institutional/Corporate Management Information System (INMIS): Operation Description for up to 50 Components	Practical User's Guide	2001-2004
INMIS - Institutional/Corporate Management Information System	Information Booklet	2004
WWW.IMERETI.GE Web Portal Guide Book	Practical User's Guide; Information-Reference Brochure	2005
Information Resources for the Parliamentary Democracy Campaigners	Computer-aided self-teaching CD-guide	2008
WWW.TEENS.PARLIAMENT.GE – Web-site Companion	Information Booklet	2008
Topic:	DICTIONARIES	
Dictionary for Civil Servant	Dictionary	2004
Modern Financial Glossary	Dictionary(two editions)	2002-2005
Civil Servants Explanatory Dictionary	Dictionary	2007
Topic:	INFORMATION / REFERENTIAL PUBLICATIONS	
Information Guide "IMERETI"	Magazine	2002
Kutaisi Public Agencies Guide	Referential	2002
Kutaisi Public Agencies Map	Map	2002
Census (Changes in the Image of the Governor of Imereti and his Office among Different Social Groups) Census (Account of Opinion of Mass Media Representatives on the Tele-show "The Governor is Listening" for further improvements)	Questionnaire/ Analytical report	2002
Government of Georgia and the UNDP: Project - "Modernization of Financial System of Georgia"	Information Booklet (1 st and 2 nd Editions)	2001-2003
Government of Georgia and the UNDP: Project - "Support to Democratic Governance in Imereti"	Information Booklet (1 st and 2 nd Editions)	2002-2003
Useful Information for Citizens	Information Booklet	2002-2003
Yellow Pages "Imereti 2003-2004"	Referential	2003
Contact information and Requisites of Imereti Region Civil Servants – by Territorial-Administrative Bodies	Referential	2003

Contact information and Requisites of Imereti Region Civil Servants – in Alphabetical Order	Referential	2003
Training Center of the Ministry of Finance	Information Booklet	2003
Business Calendar – 2003	Calendar	2003
Census (Public Opinion about Corruption in Imereti)	Questionnaire/ Analytical report	2004
Reforms in the Parliament of Georgia: Information Bulletin	Leaflet	2005
List of required documents for issuing a Georgian ID: Terms and fees of issuance	Leaflet (In Georgia, Russian and Azeri languages)	2005
List of required documents for issuing the Georgian Passport (or a traveling passport for those not having Georgian citizenship): Terms and fees of issuance	Leaflet (In Georgia, Russian and Azeri languages)	2005
List of required documents for registering civil acts: Terms and fees of issuance	Leaflet (In Georgia, Russian and Azeri languages)	2005
"Strengthening the Capacity of Public Sector Control"	Leaflet	2005
Imereti Regional Training and Consulting Center	Leaflet	2005
"Saparlameto Macne" Parliamentary Messenger (Representation of the Parliament in Administrative-Territorial Units of West Georgia and newspaper "Imeretis Moambe " joint monthly edition)	Newspaper	2006
"Parlamentis Utskebani" Parliamentary News (quarterly/annual edition of Parliament of Georgia)	Magazine	2006
Decisions taken by the Parliament and procedures for their implementation	Brochure	2006
Representation of the Parliament in Administrative-Territorial Units of West Georgia	Brochure	2006
Useful Internet Recourses	Brochure	2006
Parliamentary Reforms – 2006	Magazine	2006
Parliamentary Reforms – 2007	Magazine	2007
Parliament of Georgia – 2007 (Two editions)	Magazine	2007
E-Club - Window into the Information Society	Brochure	2007
Parliamentary Representation Office in the West Georgia: 2006-2008 Annual Reports and Manual	Magazine	2008
National Parliamentary Library of Georgia	Guide-book	2008
National Parliamentary Library of Georgia: Electronic Resources	Information Booklet	2008