



**Duhok Institute for General Culture - DIGC**

ئىستىتوت دھوك بو روه ئىبىر يا گىسى

**Address:**  
**Email:**

Iraq – Duhok – Al-jamiya Quarter.  
[digc\\_duhok@yahoo.com](mailto:digc_duhok@yahoo.com) [website:www.duhok-digc.org](http://www.duhok-digc.org)

(Mobile 00964 7504454679 or 009647504307777)  
**CV prepared by SCB - OD**

## DIGC Basic Registration Data

**Name:** Duhok Institute for General Culture – DIGC

**Place & Date of Registration:** Erbil – Iraq – 2004      **Registration No.** 8404  
**Year of registration:** 2005

**Contact Person and Title** Mr. Abdulaziz Muhsin      **Tel. No.** 0750 430 7777  
**Land line:** 062 7227777  
**E-mail** [digc\\_duhok@yahoo.com](mailto:digc_duhok@yahoo.com)  
**Website:** [www.duhok-digc.org](http://www.duhok-digc.org)

**Address:** Al-jamiya Quarter  
**Address:** Grebase sector, Duhok Governorate, Kurdistan Region, Iraq

### Historical Background

#### Bank Address

- Name of bank : Warkaa Bank
- Account No. :
- Address of Bank : Iraq - Duhok
- Name of Account : DDDD
- Year before estimation: : USD,000

#### Bank Address

- Name of bank : Al-rafiddain Bank
- Account No. : 10659
- Address of Bank : Iraq - Duhok
- Name of Account : DDDD
- Year before estimation: : USD,000

#### Official languages for correspondences:

- Kurdish, English and Arabic.

#### Computer Programs used officially in DIGC office:

- MS Windows 96/97/2000/ME/XP
- Microsoft Word 97/2000/XP
- Microsoft Excel 97/2000/XP
- Power Point
- MS PowerPoint,
- MS photo shop
- MS publisher

#### Office Communication Skills/equipment:

- Computer (Software Programme), communication instruments, Fax & Email, Photo Copy Machine, Type Writer and engineering equipment like levels and theodolite

#### Area of Implementation:

DIGC prioritized areas of implementation are:

- Duhok Governorate. 

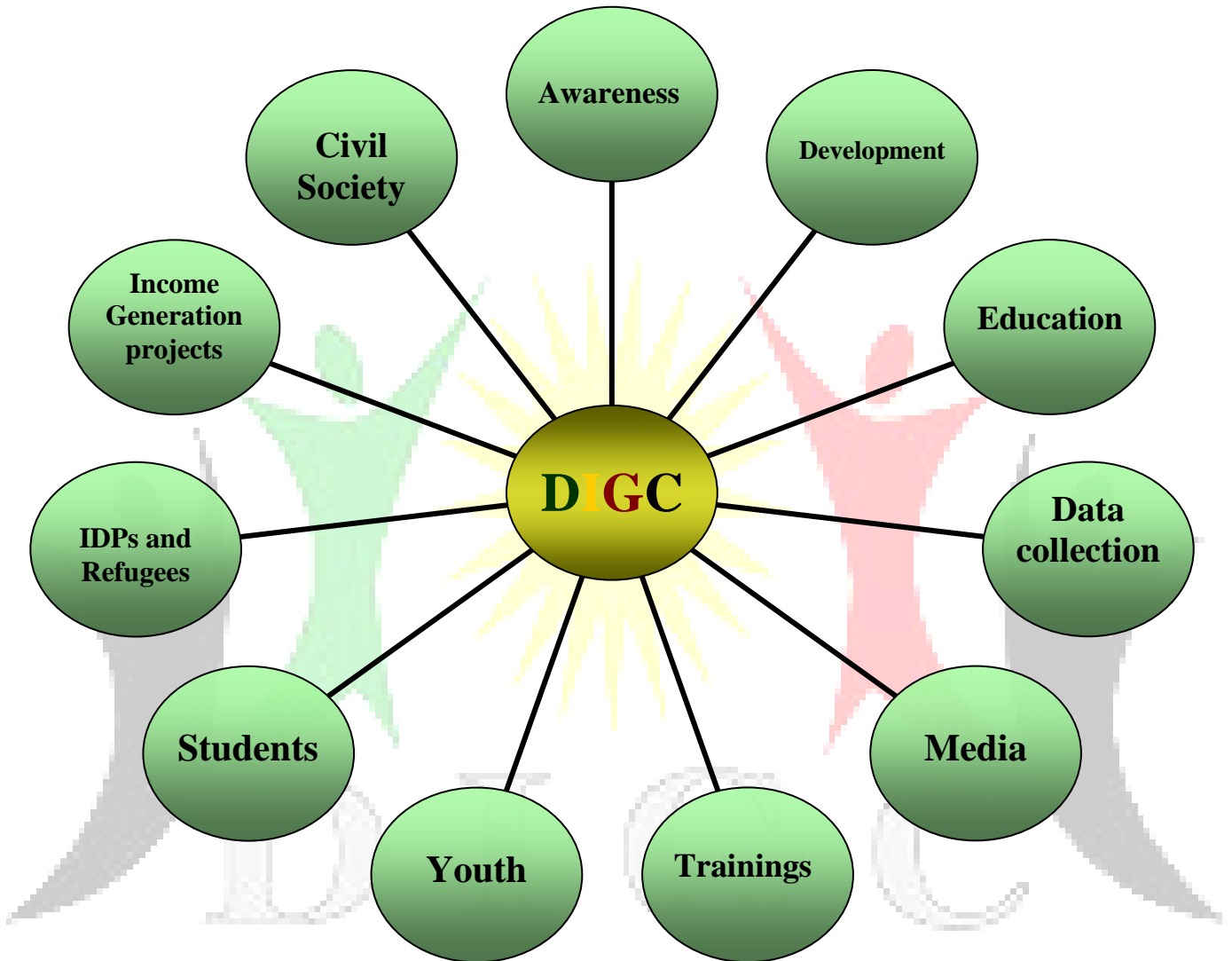
#### Planning Implementation Areas:

- DIGC strategic plan is to cover all parts of Iraq starting from the northern governorates especially

areas controlled by Kurdistan Region Government

### State of Capacity:

**DIGC** - Duhok has the ability to operate actively in the following fields:



**DIGC** is operating via the following departments:

1. Projects departments.
2. Cultural department.
3. Administrative Department
4. Finance department.
5. Human researches and development department.
6. Press and public relations department.
7. Library.
8. Youth poets department.
9. Artistic department.
10. Kurdistan divan.

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## Why DIGC is established?

### **DIGC** is established to achieve the below-mentioned goals and objectives:

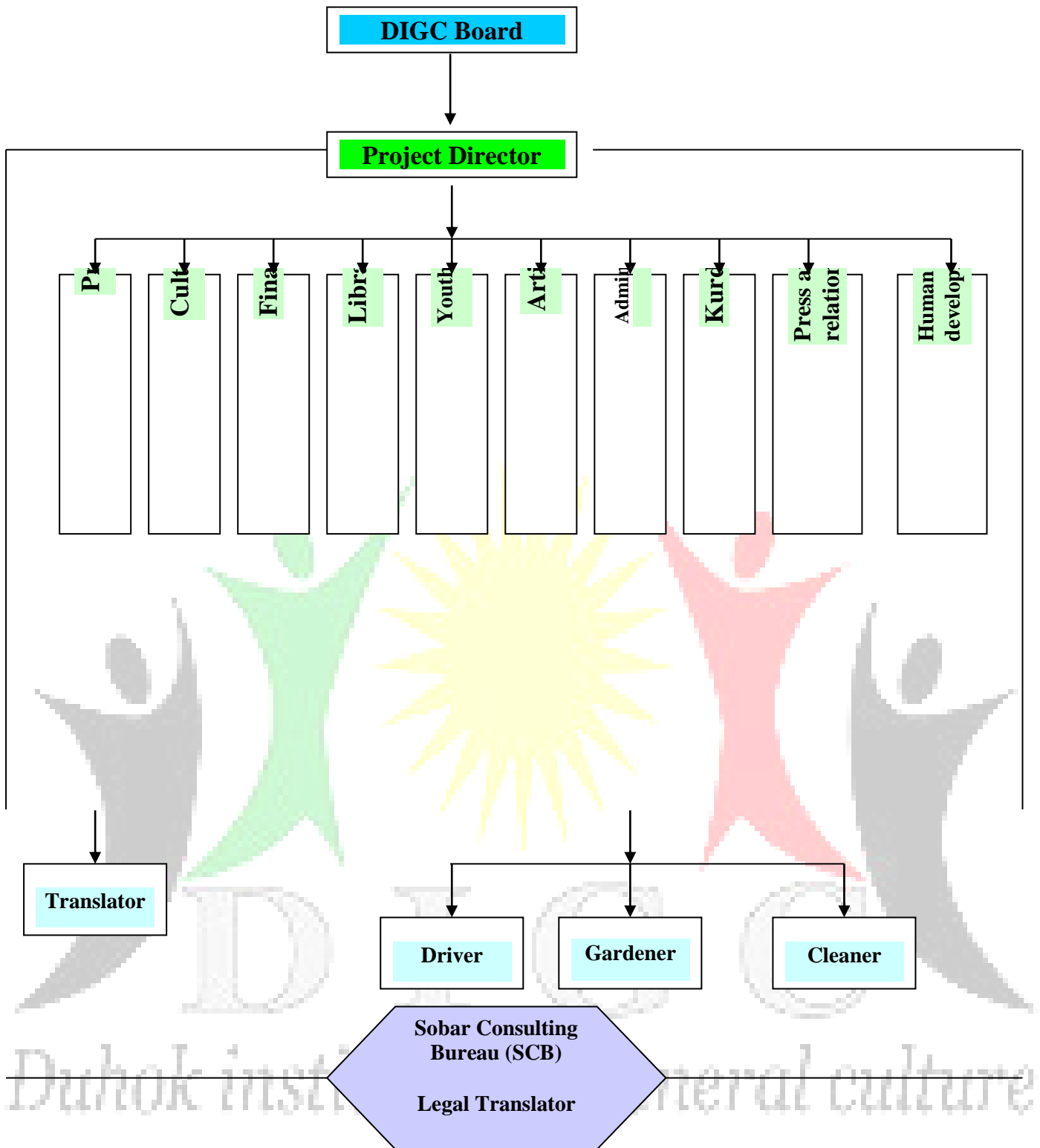
- ✦ To serve and promote all cultural and edification fields of all Kurdistan districts and sub-districts.
- ✦ Promoting youth cultural level via gathering them into active groups and activities.
- ✦ Encouraging and supporting cultural activities within the DIGC delegation area.
- ✦ Having strong coordination and collaboration with cultural centers, local NGOs, civil society institutes, associations and syndicates inside and outside Kurdistan.
- ✦ Preservation of national cultural identity and spreading democracy, human rights, humanity principals amongst the targeting communities.
- ✦ Community development. Improving and enhancing youth situation in the community.
- ✦ Consolidation and strengthening youth and women role in the political processes.
- ✦ Coordination with local NGOs in establishing civil society networks.
- ✦ Keeping, protecting and developing the environment.

## Who we are?

**DIGC** is a non-governmental, non political, non profit institute registered as local NGO with Kurdistan Region Government and has a wide program for educating and mind cultivation of its targeted groups and societies and actively participate in the strengthening of the civil society through various types of civic and awareness activities. The organizational structure of DIGC is consisting of Board of Trustee, project director and the ten departments with large number volunteers. The idea for establishing this organization is formed by some educated and volunteers who consider being the board members of the organization due to lack of such entity in the society and community need of an active an active NGO. This idea has been raised after the Iraq liberation war as it opened a wide door to work in the humanitarian aspects and subjects. DIGC do believes that the problem of social and civic affairs needs to be addressed in a systematic and institutional manner. DIGC is operating through ten potential departments to achieve its strategic goals and objectives.,

### **DIGC** Staff:

**DIGC** NGO since established has done the best to follow up its special recruitment procedures, accordingly it has recruited and employed the most experienced and qualified staff in fields of administration, finance, programme, planning, project implementation, culture, art, social, logistics and public relations. DIGC staff participated in preparation and implementation of various types of projects. The Operations of DIGC is undertaken by the above-mentioned fields. The number of the staff varies on basis of number of projects and activities. A special consideration is given to female participation in almost all the activities and qualified female staff is working in DIGC. Among DIGC staffs, there are many professionals in different fields who are working as volunteers.



### Future Goals and Strategy:

**DIGC** strategic plan is the continuation of man growing and promoting via researches and studies to develop and change the mentality of people . Accordingly promoting the community. DIGC is willing to keep its good reputation and credibility among various groups of the community especially the rural community, funding agencies, international NGOs and local Authority involved departments. DIGC is being capable of getting benefit from the international experiences of different international NGOs and UN agencies worked in Kurdistan since 2005 till the present time. After 2005 DIGC participated in large number of the training courses and workshops and willing for more regarding the same. DIGC is planning to open new branches in all governorates in Iraq in the future. DIGC is struggling and doing the best to transfer the activities from the emergency cases and relief to reconstruction and development and communicating with the advanced developed countries to get direct benefit from the new

developed strategies, techniques, technologies and experiences and to follow the development in all its aspects. DIGC is aiming to coordinate with the international NGOs specially those from USA to renew the video teleconferencing network to exchange the ideas and experiences with the specialists of the advanced

One of the main strategies of DIGC is to play an active role in the monitoring process of all Iraqi Elections as been done in 2005 in Duhok Governorate. DIGC has introduced a new section specialized in the programs geared toward civilizing the rural areas, supporting establishment of community organizations, and strengthen inter-organization relations and efforts to establish a network of civil community organizations in the north

### **DIGC** Transportation means and vehicles:

No	Item Description	Type	Model	Plate No. (if any)	Remarks
1	TOYOTA 4 WD, model 1993	Land cruiser	1993	21321 - Duhok	
2	TOYOTA pick up	Pick up	2007	22034 - Duhok	

### **DIGC** Office equipment:

No	Item Description	Unit	QTY	Location	Remarks
1	Desktop computer Pentium 4	Each	30	20 Computer laboratory	1 computer in each department
2	Laptop	Each	2	1 with Project Director and 1 with projects department	
3	Internet	Each	1	Kurdistan Divan Department	ADSL
4	Printer HP 1018	Each	4	PD, Finance & Administration, Projects Dept.	
5	Generator AKSA 33 KVA	Each	1	DIGC	Fixed inside the garden
6	Video camera Sony	Each	1	Media Dept.	
7	Digital Camera	Each	1	Media Dept.	

### **DIGC** List of Manpower

SN	Name	Qualification	Specialization	Position
1	Abdulqaziz Muhsin	High School Certificate	Expert in Organizational work	Project Director
2	Dilgash Sadiq	BCs in law	Trainer in organizational work	Head of Projects Dept.
3	Ali Joqi Edo	BCs in Arts	Writer	Head of cultural Dept.

4	Bewar Abdulaziz	BCs in political sciences	Researcher	Head of Human development researches
5	Rebar Mohamed	BCs in management & economics	Expert in financial field	Head of Financial Dept.
6	Sargol Teli	High School Certificate	Expert in management field	Head of management Dept.
7	Habat Sadulla	Diploma	Expert in artistic field	Head of artistic Dept.
8	Rezan Hassan	High School Certificate	Expert in libraries field	Head of library Dept.
9	Ihsan Muhsin	High School Certificate	Expert in Media field	Head of information Dept.
10	Payman Salih	BCs in Medicine	Expert in relations field	Head of relations Dept.
11	Bayar Hussein	High School Certificate	Computer expert	Head of computer Dept.
12	Zindan Shukry	BCs in law		DIGC lawyer
13	Abdulsalam Ali	BCs in Arts		Translator

**Note:**

**List of similar works and implemented projects since 2005 is attached in excel sheet.**

S N	Project name	Location	Supported by	Cost / USD	Date	Remarks
1	Cleaning campaign	Dohuk sub-district	KRO	10000	2005	Ongoing
2	Cultural seasons	Dohuk sub-district	KRO	45000	2005	Ongoing
3	Computers classes	Dohuk sub-district	DIGC	20000	2005 - 2007	Ongoing
4	English language classes	Dohuk sub-district	KRO	10000	2006 - 2008	Ongoing
5	World of elderly program	Dohuk sub-district	VOP-DIGC	15000	2006 - 2008	Ongoing
6	Youth and future program	Dohuk sub-district	KRO	30000	2006 - 2008	Ongoing
7	Hope program	Dohuk sub-district	KRO	10000	2008	Ongoing
8	Anfals program	Dohuk sub-district	KRO	20000	2007	Ongoing
9	Kurdistan Divan	Dohuk sub-district	KRO	50000	2006 - 2008	Ongoing

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10	Snela magazine	Dohuk sub-district	Charities	35000	2006 - 2008	Ongoing
11	Work shop	Dohuk sub-district	KRO	20000	2005 - 2008	Ongoing
12	Seminars	Dohuk sub-district	KRO	25000	2005 - 2008	Ongoing
13	National reconciliation	Dohuk sub-district	ICSP	700	2007	Ongoing
14	Computer, Internet & English language	Dohuk sub-district	RRT	50300	2008	Ongoing
15	A government from people and for people	Dohuk sub-district	NDI	34000	2008	Ongoing



*Duhok institute for general culture*