AIDSTAR-Two Project Trip Report – Kazakhstan, Tajikistan and Kyrgyzstan Aug 16 – Sept 5, 2013

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5 key words:

Tajikistan
Kyrgyzsgtan
Kazakhstan
Rollout
Guides

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AIDSTAR-Two
Management Sciences for Health
4301 N. Fairfax Drive
Arlington, VA 22203
Telephone: (703) 524-6575
www.msh.org

AIDSTAR-Two Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Kazakhstan, Tajikistan and Kyrgyzstan – USAID/CAR regional office
Traveler(s) Name, Role	Elden Chamberlain, consultant and team leader; Yadira Almodovar Diaz, Portfolio Manager, AIDSTAR-Two; Robert Baldwin, consultant; Slava Kushakov, Alliance; Judy Seltzer, Director of Technical Strategy, MSH; Julie Dorsey, Project Specialist, AIDSTAR-Two.
Date of travel on Trip	Aug 16 – Sept 5, 2013
Purpose of trip	To roll out 3 of the 7 Capacity Developer Guides (Advocacy, Partnership and Business Planning) through workshops with NGOs working in HIV/AIDS.
Objectives/Activities/ Deliverables	The goal of this TDY was to strengthen the capacity of HIV/AIDS NGOs in CAR to support national AIDS programs and help improve access by key affected populations to HIV services by introducing 3 of the 7 Capacity Developer Guides (see below) that were produced in response to the findings of the NGO Capacity Assessment conducted March-May 2013. Based on the findings of the Capacity Assessment, AIDSTAR-Two developed the following 7 guides (deliverables): • The Capacity Developer's Guide to Human Resource Management • The Capacity Developer's Guide to NGO/CSO Governance • The Capacity Developer's Guide to Quality Service Delivery for Key Populations • The Capacity Developer's Guide to Business Planning • The Capacity Builder's Guide to Advocacy • The Capacity Developer's Guide to Partnership and Coordination • The Capacity Builder's Guide to Participation of PLHIV and Key Populations Through a series of 5 workshops held in Tajikistan, Kyrgyzstan and Kazakhstan, AIDSTAR-Two introduced the Capacity Developer's Guides to Advocacy, Partnership and Business Planning. The workshop participants included NGOs that had been assessed last Spring, and over the three days, participants learned the material, developed advocacy and partnership action plans, and through the process, strengthened partnerships with other NGOs working in HIV/AIDS. Copies of each guide (translated into Russian) were provided to each of the participants. Evaluations were conducted upon conclusion of each workshop, and over, participants were very pleased with the material provided and format of the workshop. There will be a follow up TDY for team leader, Elden Chamberlain, to return to CAR to introduce the remaining 4 guides through a ToT with USAID, Quality Project and Dialogue Project. Once all guides are finalized and edits incorporated, USBs with all 7 guides (in

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	Russian and English) will be disseminated to Quality Project and USAID to continue working towards the specified areas that require capacity building for HIV/AIDS NGOs in CAR.
Background/Context, if appropriate.	These guides were produced in response to the assessment findings, with the goal to help improve the capacity of the HIV/AIDS NGOs in CAR. Through workshops with NGOs and ToTs with partner organizations like Quality project (Abt Associates) and Dialogue Project (PSI), AIDSTAR-Two introduced these guides and has left all the resources with partners on the ground to continue working towards these goals moving forward.

2. Major Trip Accomplishments: Should include the major programmatic goals realized, relevant metrics, and stories of impact from the trip.

5 workshops successfully completed, with a total of 79 participants from 49 NGOs in attendance
7 technical reports produced, with 3 piloted through the workshops
5 evaluations of workshops conducted, all receiving positive feedback, particularly noting the quality and utility of the guides
USAID and Quality project pleased with workshops and quality of guides

3. Next steps: Key actions to continue and/or complete work from trip.

Description of task	Responsible staff	Due date
Revise 3 piloted guides based on feedback from workshops	**Slava, Judy & Robert**	**Sept 30**
Conduct ToT on remaining 4 guides with USAID/CAR, Quality and other partners	**Elden**	**Sept 23-30**
Finalize and translate remaining guides	**Sarah**	**Sept 30**
Ship and disseminate USBs loaded with final versions of all 7 guides to USAID/CAR, Quality Project and NGOs	**Julie/Quality**	**Oct 30**

4. Contacts: List key individuals contacted during your trip, including the contacts' organization, all contact information, and brief notes on interactions with the person.

Name	Contact info	Home organization	Notes
See attached consolidated participant list from 5 workshops			

5. Description of Relevant Documents / Addendums: Give the document's file name, a brief description of the relevant document's value to other staff, as well as the document's location in eRooms or the MSH network. Examples could include finalized products and/or formal presentations, TraiNet Participant List, Participant Contact sheet, and Meeting/Workshop Participant Evaluation form are examples of relevant documents.

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File name	Description of file	Location of file
Workshop Agendas	Agenda from Advocacy & Partnership workshop, Business Planning workshop, and MSM package workshop	Attached
• The Capacity Developer's Guide to Human Resource Management	Guide for HIV/AIDS NGOs to improve Human Resource Management	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Developer's Guide to NGO/CSO Governance	Guide for HIV/AIDS NGOs to improve NGO/CSO Governance	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Developer's Guide to Quality Service Delivery for Key Populations	Guide for HIV/AIDS NGOs to improve Quality Service Delivery for Key Populations	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Developer's Guide to Business Planning	Guide for HIV/AIDS NGOs to improve Business Planning	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Builder's Guide to Advocacy	Guide for HIV/AIDS NGOs to improve Advocacy	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Developer's Guide to Partnership and Coordination	Guide for HIV/AIDS NGOs to improve Partnership and Coordination	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911
• The Capacity Builder's Guide to Participation of PLHIV and Key Populations	Guide for HIV/AIDS NGOs to improve Participation of PLHIV and Key Populations	http://eroom.msh.org/eRoom/L/AIDSTAR-Two/0_8d911

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Facilitator's Guide
Partnership Building and Advocacy Capacity Development for HIV and AIDS NGOs in Central Asia Countries

Training goal:	To improve the knowledge and capacity of NGO staff and volunteers in strengthening and developing new partnerships, as well as planning, implementing and evaluating advocacy actions for a more effective HIV response in Kyrgyzstan/Kazakhstan/Tajikistan.
Participants:	HIV and AIDS NGO staff and volunteers.
Training objectives:	By the end of the training, participants will: 1. Be knowledgeable about the key findings and recommendations from the NGO Capacity Assessment conducted in Kyrgyzstan/Kazakhstan/Tajikistan, Kazakhstan and Tajikistan. 2. Be knowledgeable about the Capacity Developers' Guides designed based the outcomes of the NGO Capacity Assessment. 3. Have increased their knowledge and skills on how to strengthen their organization's current partnerships and how to develop new ones. 4. Have increased their knowledge and skills on how to plan, implement and evaluate advocacy actions for an effective HIV response.

Training Agenda – DAY 1				
Time	***Session name***	***Session objectives***	***Relevant guide unit***	***Facilitator notes***
I. Getting to know each other				
9:00- 10:00	• Introduction of the training's goal, objectives, and agenda • Group exercise: "Getting to know each other" • Participants' expectations	• To present the training agenda, goal and objectives • To get acquainted with each other • To gather participants' expectations for the training	n/a	• Presentation of training goal, objectives, and agenda ***(ppt #1)*** • Introduce the training team • Participant Instructions: Each person will answer the following questions: ○ What is your name? ○ What NGO do you work for? ○ What do you do in the NGO? ○ What do you expect to get out of this training?
10:00 – 10:30	Presentations: • Outcomes of NGO assessment in Kyrgyzstan/Kazakhstan/Tajikistan: Partnership and Advocacy	To provide an overview of key finding on the areas of partnerships and advocacy from the NGO assessment conducted in Kyrgyzstan/Kazakhstan/Tajikistan		Presentation: • Partnerships and advocacy outcomes from Kyrgyzstan/Kazakhstan/Tajikistan ***Outcomes presentation: ppt #2***
10:30-11:00	**Coffee break**			
11:00-11:30	• Introduction of the Capacity Developers' Guides	To introduce the Capacity Developers' Guides		Presentation: • Overview of Capacity Developers' Guides • Content, structure and logic of both training guides (Partnerships and Advocacy) ***CD Guides: ppt #3***
11:30-12:00	Overview of terminology on partnerships and advocacy	To review key terminology in the areas of partnerships & advocacy in order to build common understanding	Key definitions from both guides	• Exercise: Divide participants into 4 groups; 2 groups will work on the definition of "Partnership" and the other 2 on the definition of "Advocacy". They

				will have 10 min. to complete work. ***Definitions of partnership/advocacy: ppt #4*** • Each group will have 2 min. to present their definition. • Facilitator will provide feedback on what participants present and show PP slides with the definitions used in the guides ***Facilitator:***
12-12:30	Types of partnerships	To discuss the different types of partnerships that your organization may have or may be able to establish	Partnership guide, Unit 1: Partners and Partnerships in the HIV Response	Presentation: Types of partnerships (2 slides per type, definitions and examples of partners under each type): • Service-oriented • Strategic • Political ***Types of partnerships: ppt #5*** ***Facilitator:***
12:30-13:30	***Lunch***			
II. Partnership: Joint Action Together				
13:30 - 14:30	Group exercise: Types of partnerships, successes and challenges	To discuss the types of partnerships your NGO currently has, the successes and challenges you are experiencing	Partnership guide, Unit 2: Specific Examples of Various Types of Partnerships	• Group exercise: Divide the group by NGO. Ask each group to list 2-3 current partnerships. Analyze what factors have made each partnership successful and what are the challenges. Each NGO group will write their responses in flipchart paper. ***Improving Current Partnerships: ppt #5.1*** ***Facilitator:***

14:30 - 15:00	Plenary session: Outcomes of group exercise	To present the outcomes of the group exercise about key factors that make their current partnerships successful and what are the challenges	Partnership guide, Unit 3: Features of Successful Partnerships	Each NGO group will have 10 min. to present their work in plenary. ***Facilitator:***
15:00-15:30	***Coffee break***			
15:30 -16:00	Get participant's feedback and wrap-up day 1			• Homework: Each NGO group will think about the strategies to address the challenges identified and come prepared to present their work in a plenary session. To read partnership unit 4. • Use an interactive exercise to get participants' feedback on what they learned and any comments on how to improve workshop day 2 or 3. ***Facilitator:***

Training Agenda – DAY 2				
Time	*Session name*	*Session objectives*	*Guide unit*	*Facilitator notes*
9:00- 10:00	Plenary presentation	To discuss the strategies and actions to address identified challenges in your NGO's existing partnership	n/a	Each NGO group will have 10 min. to present the outcomes of their homework. The facilitator and participants will provide constructive feedback ***Facilitator:***
10:00- 10:30	Presentation: Phases for identifying and developing new partnerships	To review the key phases that can be implemented to identify and establish new partnerships	Partnership guide, Unit 4: Partnership Building Mechanics: The Partnership Strategy	Presentation: • Six phases for identifying and developing new partnerships • Highlight the importance of identifying risks, types of partnerships, features of success, how to improve, etc. ***Phases of partnership: ppt #6*** ***Facilitator:***
10:30-11:00	***Coffee break***			
11:00-12:30	Group exercise: Drafting a plan to establish a new partnership	To develop a draft plan to establish a new partnership	Partnership guide, Unit 4: Partnership Building Mechanics: The Partnership Strategy	4-5 Groups created by subpopulations (LGBT group, sex workers, drug users, PLHIV, etc). 4th /5th group is for anyone that wants to do anything else. Prefer them not to work on a service-oriented partnership (facilitator to note this caveat). **3-part activity:** 1) presentation with 6 phases – reworded into questions needs to be up while they are working in groups ***(ppt #7)*** 2) break into groups (by key pop focus) to identify/explore an issue you want to address or the change you want to make, and the partner or partners you would want to work with to do this, addressing the 6 phase questions.

				3) REPORT BACK They should write their plans on flip chart paper.
12:30-13:30	***Lunch***			
13:30 - 14:00	Presentation: Key findings and recommendations on other assessed areas based on NGO Capacity Assessment in Kyrgyzstan/Kazakhstan/Tajikistan	To discuss the key findings and recommendations from NGO Capacity Assessment in Kyrgyzstan/Kazakhstan/Tajikistan focused on: • Organization systems • Participation of PLHIV and other affected communities • Technical skills	Presentation	Presentation – Findings and recommendations from the NGO Capacity Assessment in Kyrgyzstan/Kazakhstan/Tajikistan focused on: • Organization systems • Participation of PLHIV and other affected communities • Technical skills ***Key findings presentation: ppt #2 (rest of slide from day 1)*** ***Facilitator:***
III. Advocacy planning - Where are we going?				
14:00 - 15:00	• Presentation: Advocacy levels and target setting • Short videos and group discussion	To strengthen participant's knowledge on advocacy aims, levels, targets, and issues about legitimacy and accountability	Advocacy guide, Unit 1: Definitions of Advocacy, its Key Aims, and Levels of the Advocacy Process	• Presentation – Highlight the importance of having a clear goal (aim), the levels, targets, legitimacy and accountability • Show 2-3 short video that highlights some of the elements discussed in the presentation • Facilitate a group discussion after each short video ***Advocacy 101 Presentation: ppt #8*** ***Facilitator:***
15:00-15:30	***Coffee break***			
15:30 - 16:30	Group exercise: Analysis of an advocacy activity	To analyze an advocacy activity your NGO has implemented and identify the key success factors and challenges	Advocacy guide, Unit 1: Definitions of Advocacy, its Key Aims, and Levels of the Advocacy Process	Divide participants in small groups by NGO. Ask them to select an advocacy activity or action their NGO implemented over the past six months or a year and respond to the following discussion questions:

				• What was the advocacy activity your NGO implemented? • What was the goal (aim)? • What was the level in which implemented? • Who was the target? • What were the outcomes? • What challenges did you encounter? • How were these challenges addressed? • What were the main lessons learned? ***Ppt #8.1 (advocacy group work questions- 1 slide)*** ***Facilitator:***
16:30 - 16:45	Homework: Brainstorm on advocacy activities your NGO would be interested in pursuing	To identify and select one advocacy activity your NGO would like to focus on	Advocacy guide, Unit 2: Planning and Implementing Advocacy Work	Homework: Ask each NGO team to read Unit 2 and focus on goals and objectives. Ask them to select two advocacy issues they would like to focus on in the futre, and complete table 3 handout (choose 1 of 2 possible advocacy issues and write it as a goal for presentation to large group at start of day 3). ***Facilitator:***

Training Agenda – DAY 3				
Time	*Session name*	*Session objectives*	*Guide unit*	*Facilitator notes*
9:00- 10:30	Defining your advocacy goal and objectives	To discuss the process you can follow to define your advocacy goal, analyze the information available and the community involvement, and establish SMART objectives	Advocacy guide, Unit 2: Planning and Implementing Advocacy Work (pg. 16-18)	• Participants to present their table/homework (table 3), including the goal of their selected advocacy issue. • Facilitator to ask them to transcribe their goal to the workplan template. • Group exercise: Using table 4, ask participants to analyze the current context and evidence available. Select 1 or 2 NGOs to present their work. ***SMART objectives presentation: ppt #9*** • Facilitator may want to present local example of SMART objective. • Group exercise: Ask participants to define 1-2 SMART objectives for their advocacy goal. • Facilitator to ask them to transcribe their objective/s to the workplan template.
10:30-11:00	***Coffee break***			
11:00-12:00	Selecting targets and choosing appropriate advocacy methods	To discuss the importance having clearly identified targets and the most suitable advocacy method to be used To analyze the risk associated with advocacy and review the template for the development of an advocacy plan	Advocacy guide, Unit 2: Planning and Implementing Advocacy Work (pg. 20 and 22)	• Presentation: overview of advocacy methods (15 min.) ***Targets, Allies, Risks: ppt #10*** • Group exercise: Ask participants to use to define the targets, influential persons, and the advocacy methods they will use based on the goal and SMART objectives they defined in the previous exercise. Give participants 15 min. to complete this work.

				• Presentation: Matrix of Risk Assessment ***Targets, Allies, Risks: ppt #10*** Group exercise: Each NGO team will identify the potential risks for the advocacy goal they have chosen. • Select 1 or 2 NGOs to present their work.
12:00-13:00	Indicators to monitor and evaluate advocacy activities	To discuss the purpose and importance of monitoring and evaluating advocacy activities and how to define measurable indicators;	Advocacy guide, Unit 3: Monitoring and Evaluation	• Presentation: Types of indicators, how to monitor them and factors to consider when designing an evaluation of your advocacy efforts. Use an example based on cases suggested by the participants earlier • Ask participants to put their M&E goals onto the workplan template after completing them. ***M&E Indicators: ppt #11***
13:00-14:00	***Lunch***			
14:00-15:00	Pulling it all together: Template for an advocacy plan	To review a template that can be used to develop your own advocacy plan	Advocacy guide, Unit 2: Planning and Implementing Advocacy Work (pg. 30)	• Presentation: Template and tips to be considered for the development of an advocacy plan (e.g., budget, other resources) ***Workplan Template: ppt #12*** • Pass out template that is partially filled out as a worksheet/reference
15:00-15:30	Regional Assessment Report presentation			***Regional Assessment Results Presentation PPt#13***
IV. Evaluation: Next steps				

15:30-16:00	Workshop evaluation and next steps	• To get participants' input on the usefulness of the training and the logistics • To discuss next steps regarding additional support needed and use of the guides		• Need post-its in 3 colors to answer 3 questions: 1) what was 1 thing you learned 2) one thing to improve, 3) one comment about the guides • Final comments from every participant • If Quality or USAID there – have them give a few words of wisdom.
End of day	***Coffee break/closing reception***			

Schedule for the Delivery of the Business Planning for Health Program
Osh, Kyrgyzstan
August 26th – 29th 2013

Time	Monday	Tuesday	Wednesday	Thursday
9:00-10:00	**Opening:** Welcome and Introductions	**Unit 2:** The New Business Opportunity	**Unit 4:** The Business Plan Team and the Required Resources	**Unit 5:** Projections of Social Returns
10:00-12:00	**Overview:** • Review of Materials • Overview of the Business Planning Program			
12:00-1:00	**Lunch**			
1:00-4:00	**Unit I:** The Vision and Mission for the Organization	**Unit 3:** The Market for the Business Opportunity	**Unit 4:** The Business Plan Team and the Required Resources **Site Visit:** The Plus Center	**Closing:** • Pulling together your Business Plan • Making your "Pitch" • After Action Review

MSM HIV Prevention and Networking Workshop. Bishkek Sep 2-4 2013

Purpose

The USAID Eastern Europe Bureau supported the development of a core package of services for MSM in Eastern Europe, this package of services was based on extensive consultation in the region which led to to its adaptation across much of Eastern Europe. In the spring of this year capacity building support was provided to 3 NGOs to determine how best to incorporate the package into their programming, including how to cost its implementation.

Given that MSM NGOs in Central Asia have been utilising the La Sky program model for some years, it is timely to review that model in light of best practice, including the PEPFAR MSM guidance and to also discuss the Eastern Europe package of services to determine its applicability in CAR and how it could be incorporated into current programming.

The opportunity will also be taken to discuss the recently formed Central Asia MSM / LGBT network and determine how the reviewed La Sky program model and Eastern Europe Package of Services (adapted for Central Asia) may be implemented by the network if appropriate.

Outcomes

- Review La Sky program model in light of current best practice
- Review EE package of services and determine applicability in CAR
- Determine capacity support needed to implement Package of services
- Determine how program model/package of services can be implemented / utilised by the Central Asia network

Day	Time	Activity	Remarks
Monday 2 Sept			
	0900 - 1030	Welcome and Introductions	
	1100 - 1230	What is best practice for MSM HIV prevention	MSM HIV Prevention Guidance and best practice models
	1330 - 1500	What is best practice for MSM HIV prevention	New technologies Treatment as Prevention MSM+ role in prevention
	1500 - 1630	Eastern Europe Package of Services	What is in the package?
Tuesday 3 Sept			
	0900 - 1030	La Sky Model Review	How does the La Sky Model compare to current best practice
	1100 - 1230	La Sky Model Review	
	1330 - 1500	Adaptation of Eastern Europe Package of Services into reviewed La Sky Model	Is the Eastern Europe Package of Services suitable for adaptation and implementation in

			Central Asia
Wednesday 4th Sept			
	0900 - 1030	Update on Central Asia MSM / LGBT network	What are the goals of the network, what has been achieved so far
	1100 - 1230	How to support the network through the MSM HIV prevention model and package of services	How do we ensure that the organizations involved in the network know about the package of services and how to integrate / implement
	1330 - 1500	Final recommendations for way forward / nest steps	

CAR Guides Workshop Participant Lists

Name of NGO	Location	Participant Name	Email Address
Amulet	Almaty, KZ	Dzhanayeva Asel	neon4ik@list.ru,
Adali	Almaty, KZ	Sergei Skakunov	adali2005@mail.ru
Adali	Almaty, KZ	Vitaliy Vinogradov	adali2005@mail.ru
Amulet	Almaty, KZ	Ragoza Valentina	amulet.kz@mail.ru
Kazakhstan Union of PLWH	Almaty, KZ	Nurali Amanzholov	
AntiAIDS	Bishkek, KG	Dzhanaeva Asel Abduzhafarovna	asseljan@list.ru
AntiAIDS	Bishkek, KG	Ragoza Valentina	neon4ik@list.ru
Asteria	Bishkek, KG	Musagalieva Tatiyana	asteria07@rambler.ru
Asteria	Bishkek, KG	Renata Bayazitova	asteria07@rambler.ru
Harm Reduction Network	Bishkek, KG	Belkin Anastasia V.	harmreductionnetwork.kg@gmail.com
Harm Reduction Network	Bishkek, KG	Sultangaziev Aybar Turdubekovich	harmreductionnetwork.kg@gmail.com
Kyrgyz Indigo	Bishkek, KG	Kim Ruslan	kyrgyz.indigo@gmail.com
Kyrgyz Indigo	Bishkek, KG	Mukambetov Amir	kyrgyz.indigo@gmail.com
Partners Network	Bishkek, KG	Meerim Muratalieva	akdeer05@mail.ru
Shag na vsrtechu	Bishkek, KG	Klimenko Maria	shag_navstrechu@mail.ru
Shag na vsrtechu	Bishkek, KG	Demichev Aleksandr	shag_navstrechu@mail.ru
Sotsium	Bishkek, KG	Estebesova Batma	sotsium2009@mail.ru
Sotsium	Bishkek, KG	Abdyldaeva Gulira	rita_margarita68@mail.ru
Tais Plus	Bishkek, KG	Svetlana Lim	taisplus@gmail.com
Pravo na Zhizn	Chui, KG	Osmonalieva Venera	akdeer05@mail.ru
Rans Plus	Chui, KG	Lebuzov Ibrahim Lemzarovich	rans_plus@list.ru
Equal Opp	Dushanbe, TJ	Gulov Kiromiddin Dzhaborovich	
Equal Opp	Dushanbe, TJ	Sattorov Hurshed Davlatovich	
Guli Surkh	Dushanbe, TJ	Kamilova Sevar	aidstj@mail.ru
Guli Surkh	Dushanbe, TJ	Mansurova Jonona	aidstj@mail.ru
Legal Support	Dushanbe, TJ	Sodikov Kurbonali	pazizax@mail.ru
Legal Support	Dushanbe, TJ	Mirzoev Khalimjon	pazizax@mail.ru
Marvorid	Dushanbe, TJ	Ibasarova Zumrad	marvorid@yandex.ru
Marvorid	Dushanbe, TJ	Sattorova Zarrina	marvorid@yandex.ru
Spin Plus	Dushanbe, TJ	Jamolov Pulod	spinplus.admin@gmail.com
Spin Plus	Dushanbe, TJ	Ismoilov	spinplus.admin@gmail.com
Vita	Dushanbe, TJ	Ibragimov Bahram Ikramovich	vita-tj@yandex.ru
Gender Vector	Karabalta, KG	Sergei Kostenko	gender_vector@mail.ru
Gender Vector	Karabalta, KG	Melikhov Alexei I.	gender_vector@mail.ru
Kredo	Karaganda, KZ	Kapustina Olga	credokrg@mail.ru
Kredo	Karaganda, KZ	Kozachenko Nadezhda	credokrg@mail.ru
Moi Dom	Karaganda, KZ	Koroleva Viktoriya	
Sau Urpak	Karaganda, KZ	Kurtavtseva Lyudmila	lkurtavtseva@gmail.com
Sau Urpak	Karaganda, KZ	Nossyreva Yelena	lenanosyreva@mail.ru
Shapagat	Karaganda, KZ	Larina Vera	zosya66@mail.ru
Shapagat	Karaganda, KZ	Fadeyeva Svetlana	shapagat-temirtau@mail.ru
Umit	Karaganda, KZ	Smailova Gulmira	aiman_umit@mail.ru
Umit	Karaganda, KZ	Zhaxybayeva Nazerke	posh_nazerke@mail.ru
Akson	Khudjand, TJ	Mubina Jaborova	axontj@yandex.ru
Akson	Khudjand, TJ	Jaborov Azimjon	axontj@yandex.ru
Anti Spid	Khudjand, TJ	Tutti Fayzieva	anti-aids@mail.ru
Anti Spid	Khudjand, TJ	Rofieva Mavluda	anti-aids@mail.ru
Dina	Khudjand, TJ	Nematov Ilkhom Iskandarovich	dina-dd@mail.ru
Dina	Khudjand, TJ	Ochilov Ilkhom Vahobbovich	dina-dd@mail.ru
Hayoti Nav	Khudjand, TJ	Abdurahmanov Abduhalikov Abdukayumovich	hayoti_nav@mail.ru
Hayoti Nav	Khudjand, TJ	Tursunov Ranohon Amirovna	hayoti_nav@mail.ru
Hoyoti Nav	Khudjand, TJ	Sanginov Akram	hayoti_nav@mail.ru
Hoyoti Nav	Khudjand, TJ	Ulmasov Gulom	hayoti_nav@mail.ru
Rohi Zindagi	Khudjand, TJ	Ishkuatova Albina	
Rohi Zindagi	Khudjand, TJ	Khasanova Muattar	

Anis	Kulob, TJ	Bahromov Rustam	anis.41@mail.ru
Anis	Kulob, TJ	Holmurodova Idimo	anis.41@mail.ru
Jovidon	Kulob, TJ	Ergashev Shuhrat	npo-jovidon@mail.ru
Jovidon	Kulob, TJ	Ergasheva Mastona	npo-jovidon@mail.ru
Sudmand	Kulob, TJ	Murodov Ravshan Nazrievich	sudmand@rambler.ru
Sudmand	Kulob, TJ	Saidaliev Tolibdzhon	sudmand@rambler.ru
Krik Zhuravlya	Osh, KG	Tamindarova Flyura Hurmatovna	azizakurbanova@mail.ru
Krik Zhuravlya	Osh, KG	Hakimova Mukadaskhon Valizhanovna	azizakurbanova@mail.ru
NGO “Musaada” (MSM)	Osh, KG	Nurmamat Isa Temirzhanovich	musaada@rambler.ru
NGO “Musaada” (MSM)	Osh, KG	Hasilova Dildora Shakirovna	musaada@rambler.ru
Plus Center	Osh, KG	Stanislav Karimov	pluscentre.osh@gmail.com
Plus Center	Osh, KG	Ravshan Mazhitov	pluscentre.osh@gmail.com
Produga	Osh, KG	Akmatova Makhabat Sagynbaevna	Akmatova.maxabat@mail.ru
Produga	Osh, KG	Attokurova Guluypa Rysbaevna	
Rainbow	Osh, KG	Usenov Maksat	rainbow.kg@mail.com,
Roditeli protiv narkotikov	Osh, KG	Ergashev Yuldashbaev	rpn_osh@mail.ru
Roditeli protiv narkotikov	Osh, KG	Ergashev Ravshanjon Gulamovich	rpn_osh@mail.ru
Answer	Ust-Kamenogorsk, KZ	Grushkovskiy Alexey	pf_answer@mail.ru
Answer	Ust-Kamenogorsk, KZ	Rastokina Yelena	yelena_r_86@mail.ru,
Answer	Ust-Kamenogorsk, KZ	Dak Inna	pf_answer@mail.ru
Answer	Ust-Kamenogorsk, KZ	Dak Viktor	pf_answer@mail.ru
Kuat	Ust-Kamenogorsk, KZ	Lyutovskaya Tatyana	kuat-vk@mail.ru
Kuat	Ust-Kamenogorsk, KZ	Sair Nurlan	kuat-vk@mail.ru