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**PERFORMANCE REPORT**

**NEHEMIAH GATEWAY ALBANIA**

**JANUARY - DECEMBER 2021**

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Based on the Order for the Performance Report of Non-Profit Organizations (NGOs) in Albania of the National Accounting Council and in accordance with Article 22 (3) of Law 25/2018 "On Accounting and Financial Statements", Nehemiah Gateway Albania Foundation presents the performance report as below:

## **I. Objectives and Activities**

Nehemiah Gateway Albania Foundation was established on 20.02.1992 and was initially registered with the Ministry of Culture, Youth and Sports with No. 73 dated 20.02.1992 with the name: Association "Nehemia - Christian Aid Service" and then on 17.08.1992 is registered in the District Court of Tirana and on 21.07.1995 was registered as Nehemia Foundation to fulfill the following goals and activities:

### **I.1. Purpose of establishment**

The Statute of the Nehemiah Gateway Albania Foundation, Article 1, defines the establishment and purpose as follows:

- 1.1. The Foundation "Nehemiah Gateway Albania" located in Buçimas, was established in accordance with the Establishment Act of the Foundation, dated 21.07.1995, amended, and in accordance with Articles 54 to 63 of Law No. 7850 dated 29.07.1994 "Civil Code of the Republic of Albania" and Law no. 8788 dated 7.5.2001 "On Non-Profit Organizations" amended.
- 1.2. The main goal of the Foundation is to organize and develop a broad work towards strengthening faith in God, as the only way to spiritual purification of people, strengthening of education and social values and recognizing and respecting the human personality, organizing a secular and religious education, work to promote intercultural and interfaith spirit and understanding between nations, the provision of material and financial assistance for education, culture, health and other municipal affairs combined with securing and organizing Christian communities.
- 1.3. To achieve these goals, the Foundation maintains links with counterpart organizations, institutions, and international organizations as well as special individuals, who support the activity of the Foundation, always maintaining its independence, developing a wide range of activities that are in accordance with the object of the foundation's activity, but always without profit purpose, and increasing and managing the funds and assets of the Foundation.
- 1.4. . The Foundation operates in accordance with and in implementation of the 1974 Lausanne Convention.



Two important goals of the Foundation are:

### **1. Sustainability**

We especially want to provide socially deprived people with the chance to build up their own sustainable existence. They can then create, or at least support, a stable local community in their respective societies based upon reliable norms and values.

### **2. Helping others to help themselves**

By purposefully establishing and supporting projects that are "helping others to help themselves" in the target countries, we want to help create desirable and lasting living environments within their own country.

## **I.2. Main activities undertaken regarding the goals**

To fulfill the goals and mission, Nehemiah Gateway Albania Foundation supports the work in four main pillars which are as follows:

### **I.2.1. Social and medical improvement**

Physical and psychological aid as well as social support is needed in order to enable people to take care of themselves.

### **I.2.2. Education**

Education is the source of sustainable self-sufficiency, and therefore, also an important foundation for human dignity.

### **I.2.3. Project empowerment**

Professional coaching and support enable initiatives to grow into successful enterprises and NGOs under the principle of help for self-help. Beyond formal education at our schools and university, we train and mentor future leaders and entrepreneurs, so that they can better help others.

### **I.2.4. Core value implementation**

Sustainable help for self-help can be successful only when the communication, acceptance, and implementation of core values are ensured

## **II. Achievements and performance**

For 2021, Nehemiah Gateway Albania Foundation has fulfilled its goals by having the achievements in the four main pillars in which it has organized the work as follows:

## **II.1. Social projects**

Through social projects, the Nehemiah Gateway Foundation has achieved its goals by providing services to people in need. In this way it has given them the opportunity to have a stable and independent life. For 2021, social projects costed 19.932.243 ALL through which the Foundation has had the following achievements:

### **II.1.1. Soup kitchens and food packages**

This project was created 25 years ago as a daily service for people who had no or very little income. Currently, the Foundation has soup kitchens in Pogradec (Amaro Tan) and Gjirokastra. A warm meal is served every day not only to the children who are part of the educational program in these centers, but also to people in need who do not have the opportunity to feed themselves, those who are homeless, old people that do not have family members to take care of them, as well as Roma children and their families.

Every year food packages are prepared and distributed to families, which are located in remote areas of Pogradec district. The packages contain basic food items (such as rice, pasta, sugar, oil, etc.) and thus meet the short-term needs of these families. For 2021, the Foundation has provided every day through the Amaro Tan project in Pogradec 29.237 meals and 9.364 meals through the project in Gjirokastra. In addition to hot meals, the foundation has also created environments where people can get together, spend time with each other and have social interaction that many of them do not have.

### **II.1.2. Humanitarian Aid**

The Nehemiah Gateway Albania Foundation has also provided material assistance to people in need. Material assistance has been needed as first aid for people in times of crisis.

In 2021, 397 food packages were distributed through the Amaro Tan project in Pogradec, 691 through the social project in Bucimas and 156 through the project in Gjirokastra. Material aids were various such as: food packages 12 kg each, clothes, travel ticket refunds, medical prescription refunds, medical supplies, wood for heating, construction materials, etc.

Nehemiah Gateway Albania Foundation offers several services for social and medical improvement such as: physiotherapy, nursing, speech therapy center.

### **II.1.3. Nursing**

A quality medical service is difficult to provide, in most cases. The foundation offers a range of nursing services to people in need, when they themselves lack the opportunity of finding a quality service. In addition to the free service



for social clients in the center in Buçimas, it also enables the same services to be provided, in their homes, to those who are unable to come to the nursing center located on campus. For 2021, 297 screening tests, 471 treatments and 104 showers were made in the homes of people in need. There were also 21 social counseling sessions and 16 first aid trainings for 130 people.

#### II.1.4. Physiotherapy

Trained physiotherapists also help people with physical disabilities to recover as quickly as possible and live a life of better quality. It often happens that these injuries make it difficult for them to come to the center and for this reason the Foundation provides physiotherapy services in their homes.

The foundation has met its goals to help people by offering 2176 physiotherapy and medical service sessions, 92 therapeutic exercises, and 430 medical visits by 2021.

#### II.1.5. Logopedy service center

Seeing the great need for speech therapy services, as well as for Down Syndrome and autism, the foundation offers speech and education therapy for people with different abilities, for 27 people in regular basis in the speech therapy service center. In addition, daily camps are organized every year, in which our social workers serve to the children with different abilities and children are helped to communicate and develop their social skills. For 2021, 355 speech therapy sessions and 517 pedagogical development sessions were offered.

#### II.1.6. Summer camps

By the time the academic year is over, many children are forced to spend most of their time on the streets or at home, facing difficult family situations. Every year the Foundation organizes summer camps for children, where they have the opportunity to play, make new friends, be creative in their own ways and increase their social skills. With a variety of sports, games, educational activities, etc., children have a new and different way to spend the summer season. These camps also offer many sports activities and children eat a warm lunch together. They are organized for Roma and poor children in the region of Pogradec and Gjirokastra as well as for children from other schools in the city of Pogradec.

For 2021, Amaro Tan school organized 2 summer camps with 106 children in need. In Bucimas, especially for children with disabilities (PWDs), 2-week camps were organized for 20 children under the care of social workers and with social distancing and increased hygiene, dictated by the situation. Also, there are 14 recreational social activities with children and women as well as cell meetings.

## **II.2. Education programs**

Over the years, serving people in need with food and material assistance, Nehemiah Gateway Foundation saw the need for a greater and long-term help to assist people become sustainable and independent to build their lives in dignity. In this context, education was seen as one of the ways to provide people with more than an emergency response to the situation. The purpose of education is to shape the personality of pupils and students and help them discover their potential, inspiring them to be responsible for their own lives, those of their families and the society in which they live.

### **II.2.1. Nehemiah School**

Through the "Nehemia" School the Foundation offers high quality and value-based education for children in Pogradec. Continuous improvements in Albania have enabled the Nehemiah Gateway Albania Foundation to contribute positively by educating for the future. Thanks to the staff and the cooperation with the parents and donors, even during 2021 "Nehemia" School invested in 470 children from kindergarten to high school giving them the best, showing them that ethical values are the basis for creating a sustainable society which empower the potential of talented people, and at the same time help those in need. This year, about 3,626,249 lek / year have been used to financially support 26 students with their education. In total, the expenses of the School "Nehemia" for 2021 are 79.806.647 ALL, which are covered 76% by the school fee and 24% by donations.

### **II.2.2. Amaro Tan School**

Seeing the reality in Albania regarding the difficulties faced by children with social problems, poor or coming from the Roma and Egyptian communities to be educated, the Nehemiah Gateway Albania Foundation offers the Amaro Tan kindergarten and school. An environment, as the name "Amaro Tan" suggests in the Roma language - "our country", to give these children an opportunity to get a good education and a better future. Amaro Tan offers programs in education and social care, and also a free hot meal. It also offers professional courses to give them professional skills in tailoring, cooking, foreign languages, carpentry. Children have the opportunity to learn about drawing, drama and music to enrich their lives. For 2021, 136 students enrolled in the Amaro Tan School have been invested at a cost of 33.753.112 ALL, which are covered 100% by donations. 3 of the students of Amro Tan School continue high school at "Nehemia" School, 1 student is enrolled at Enver Qiraxhi technical high school and 1 student is enrolled at Gjergj Pekmezi high school.

### **II.2.3. Street Safety**

The Nehemiah Gateway Albania Foundation has made a contribution to society for a major problem such as road accidents. For this reason, in collaboration with Bavarian police specialists, Nehemiah Gateway Albania designed a



project for children in the 4th grade, primary, for public and private schools in the area, for them to learn the rules of road safety, how to walk safely as pedestrians and how to ride bicycles responsibly to protect others. In August 2014 a part of the Nehemiah Gateway Albania Foundation campus was transformed into a small traffic track for field practice, which has since been used for the above-mentioned trainings. During the week students from Pogradec public schools visit the campus to have the training with bicycles and Dino cars. Even during 2021 we had the opportunity of offering these trainings to 3 public schools (Gjok Shqiptare, Koli Gusho dhe Koli Koci) as well as Nehemia School and Amaro Tan; in total 182 students.

#### II.2.4. Nehemiah Gateway University

As an international humanitarian organization, our mission is to empower not only the people in Albania but also internationally. For this reason, the Foundation established Nehemiah Gateway University as an institution of higher education which gives the opportunity of pursuing higher studies, not only to local students but also to students from Europe, Africa, Latin America, Cuba, etc. Students have the opportunity to pursue the first cycle of Bachelor studies in Business, a dual system based on the German model and also the second cycle Master of Science studies in Leadership. In 2021, 48 students attended bachelor studies, 24 students attended master studies and a total of 108 graduate students. 7 international students were also part of the bachelor program. Nehemiah Gateway High School has won 3 accreditations:

- Quality Assurance Agency in Higher Education (ASCAL) in Albania, through decision no. 63 dated 21 - 22 September 2017, has given the Nehemiah Gateway University the institutional accreditation for a period of five academic years until 30 September 2022 ([www.chea.org](http://www.chea.org)). The Bachelor program in "Economy and Business" is accredited by the Albanian Public Accreditation Agency (APAAL), the legal predecessor of ASCAL, through decision no. 97 dated 20.10.2017 for a period of six academic years until 30.09.2023, while the Master of Science program "Leadership and Evaluation in Education" is accredited through decision no.98, dated 20.10.2017 for a period of four academic years until 30.09. 2021.
- In November 2012, the Bachelor study program in "Economics & Business" was accredited by FIBAA, the German accreditation agency and member of ENQA, and was accredited on February 26, 2016 for another seven years (until the end of the summer semester 2023). The Master of Science program in "Leadership and Evaluation in Education" was accredited in November 2015.
- Nehemiah Gateway University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), receiving accreditation status as a Category III institution by the TRACS Accreditation Commission on 19 April 2016. This status is valid until April 2022. TRACS is recognized by the United States Department of Education (USDOE), the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) and the Higher Education Accreditation Council (CHEA) ([www.chea.org](http://www.chea.org)).



Nehemiah Gateway University for 2021 has costed 65.960.151 ALL, from which 9% are covered by tuition fees and 91% by donations.

#### **II.2.5. Foreign language courses**

In Albania, young people have difficulty finding work because many of them do not have the proper education and orientation. For this reason, the Foundation, in order to give them better opportunities and to support this group, provides intensive German language courses in cooperation with Beck International Recruitment, giving them the opportunity to receive practical education in Germany. In this way they create independence and sustainability for their lives and have a better future. 55 students participated in these courses. 5 students have received level B2.

#### **II.3. Empowering projects**

Through this strategic direction, people are given the opportunity to start businesses and support their families by developing their community. The Foundation collaborates with the Nehemiah Gateway Team to achieve this objective and in Albania it offers qualifications for young people through courses, open modules at the Nehemiah Gateway University and professional internships.

During 2021, 19 students in carpentry and paperwork and 34 students in tailoring were trained at a cost of 1,690,732 ALL.

#### **II.4. Implementation of core values**

The Nehemiah Gateway Albania Foundation is based on Christian values. To transmit these core values, it offers the Royal Rangers program where children of all ages participate in games and group activities. In these activities they learn in practice how to protect nature, how to support and accept each other, how to work in groups, how to understand and help people in need. Also, in these activities they learn Christian values which help them to understand that without these values you cannot build a strong team that supports each other and helps those in need. This is the reason why the Foundation practices Christian values in everything it does.

During 2021 a two-week camp with 80 children was held due to the difficult conditions created by Covid-19, as well as another overnight camp in Durres with 10 children. 3 mountain hikes were organized with the participation of 60 children, 1 co-workers training with 15 participants and 8 meetings every week with school classes together with one co-workers training. (In total 150 participants every week.) Moreover, the first Informers book is published. This project for 2021 had a cost of 1,672,628 ALL.

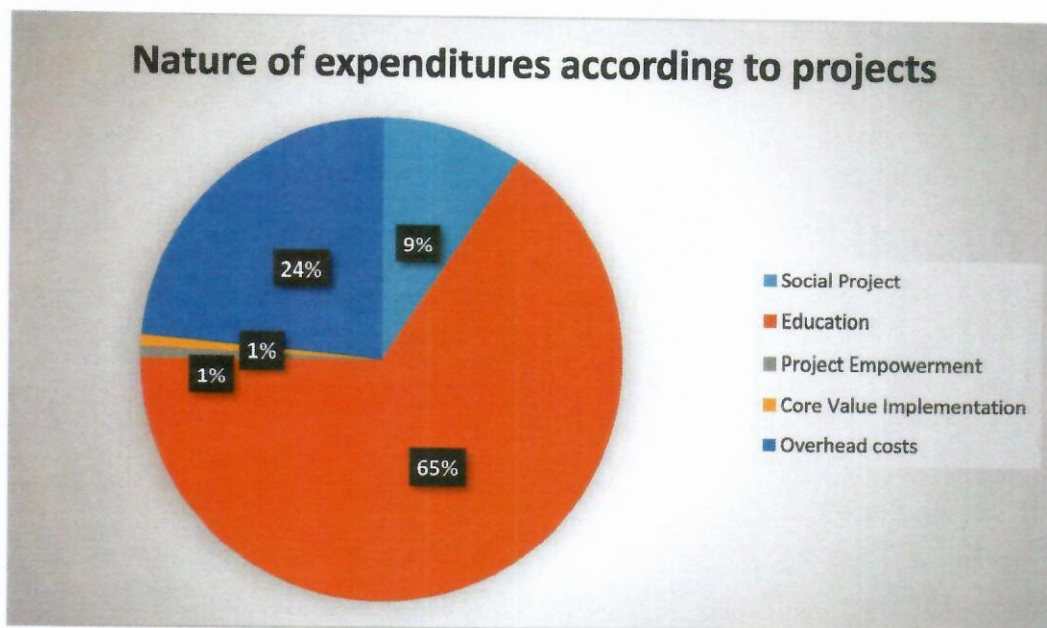
Part of some of the activities mentioned above, have been some volunteers who have contributed to various programs of the Foundation. For 2021, 4 volunteers from Germany and 1 from USA have contributed. These volunteers have served for various periods in the organization from 6 months to a year where 3 volunteers have served at Amaro Tan

project, social work etc. Also 2 interns from Ludwig Maximilian University of Munich helped at the "Nehemia" School for the German language. The contribution of volunteers has been very important both professionally and practically in the areas mentioned above.

The nature of expenditures according to the projects described above, the value of which for 2021 was 222,731,023 ALL is distributed as in diagram No.1 as follows:

*Diagram 1*

*Nature of expenditures according to projects*



Nehemiah Gateway Albania Foundation develops social and educational projects by empowering mainly young people through the formation of academic and professional skills as well as through the education of values in order to fulfill its mission with a focus on the human being. Expenditures with higher percentages, specifically with 65% are for educational projects such as: School "Nehemia" whereas a private school the expenses are covered 76% by the school fee and 24% by donations, Amaro Tan School whose expenses are covered 100% by donations and Nehemiah Gateway University whose expenses are covered 9% by the tuition fee and 91% by donations. A significant part with 24% are the general expenses that support these projects such as administration departments which are covered 100% by donations as well as other centers such as marketing, IT, facility management, etc. Projects that carry out economic activities where the revenues are used to support the projects and the purpose of the Foundation, the



expenses of which are covered 14% from the revenues from external services, 60% from internal transfers and 26% from donations. Also, the social project with 9% as an important project in the service of people in need and the remaining 2% is for the implementation of values and empowerment of projects. All donations or proceeds are used to cover the costs of these projects and meet the purpose and objectives of the Nehemiah Gateway Albania Foundation.

### **III. Financial Reporting**

#### **III.1. Achievements in finding sources of funding**

The Nehemiah Gateway Albania Foundation is mainly supported by donations. Nehemiah Gateway Albania is part of the Nehemiah Gateway Team (NG Team). Nehemiah Gateway Team consists of: NGS gGmbH, NG US, NG CH, NG AL. NG Team has offices in Germany, Nuremberg and Berlin and the United States, Colorado. These offices coordinate the diversity of projects throughout the Nehemiah Gateway Team internationally and are also contact points for donors and supporters. Also, these offices create and maintain networks that support the work of the NG Team including people of politics, business, etc. in places where NG Team operates. NGS gGmbH is a non-profit limited liability company which has invested financially in the entire work of the NG Team. This includes asset management and the operation of training businesses such as Lindenhof Resort & Events GmbH and MoHab GmbH. Since the administrative expenses of Nehemiah Gateway Albania are all covered by NGS gGmbH, this enables all financial donations raised for our social and educational projects to be fully spent for the donated purpose, used directly in our projects without added administrative costs.

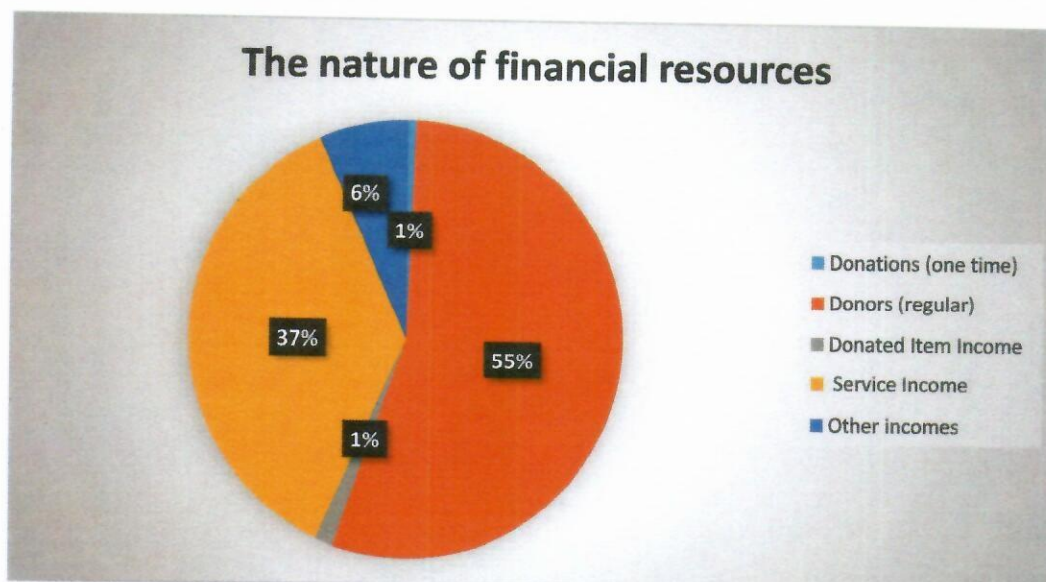
#### **Donations are different such as:**

- Financial donations (for one time only as well as regular donations)
- Donations of items/materials
- Voluntary work by experts in various professional areas

The Foundation also has the opportunity to generate revenue from various services. For example, school fees provided by parents of students who can afford them. Low-income pupils and students are fully or partially exempt from these fees and are supported by special programs. For 2021 the nature of the financial resources achieved by the Nehemiah Gateway Albania Foundation is as follows:

#### **Diagram 2**

*The nature of financial resources*



The largest financial source of the Nehemiah Gateway Albania Foundation for 2021 is from donations 63.4% (55.4%, regular donations, 0.6% one-time donations and 1.3% donated items, 6.1% internal transfers between projects for coverage of costs and services provided and these are also covered by regular donations). While revenues from services to third parties are 36.6%, (36.1% of revenues from services and 0.5% of other revenues which are refunds and profit from the exchange rate).

### III.2. Good use of resources

Transparency is important to the Nehemiah Gateway Foundation. Supporters trust us by donating, investing their energy and knowledge. They share the same passion with us to help people and give them a better future. This trust motivates us as a Foundation to handle finances professionally, to work efficiently and diligently while respecting legal rules and boundaries. For this, the Foundation has built an internal manual, summarizing the best standards in the field, guidelines, rules, policies, procedures, etc. that all projects and organizations within the NG Team respect and use them responsibly. In this way the Foundation ensures that every source of income is properly managed and goes to the projects which has been donated for. Donors are informed about the donations they have made by obtaining data on the management of the amounts they have donated and pictures. Transparency and communication with donors is very important for the Foundation.

The staff of Nehemiah Gateway Albania is committed to handling responsibly the tools and funds of the organization. Budget planning goes through several stages of decision making and is approved by the Supervisory Board. For the



preparation until the approval of the budget, the regulations and procedures defined in the manual are followed. Each project manager is responsible for managing and controlling the budget and monthly comparison with the current one. For each project the payments are made by an authorized associate for banking matters and are subject to regular control. For records of income, expenses, assets, liabilities, etc the foundation uses the QuickBooks software, where details are completed and recorded for each action so that each project monitors costs and revenues and also for each donor the amount donated for a specific purpose is reflected in the financial statements. In this way, the financial reports are clearer and separate according to each project. All finances provided by donors or services have met the goals of the Foundation by contributing to the Albanian society in the areas of Pogradec and Gjirokastra by supporting people in need, providing social and medical services, providing quality education for children and offering courses and various trainings. All of these serve to help and empower people to sustainably shape and determine their lives in dignity and independence. All of these services are translated into monetary values in the detailed financial statements for each project.

In addition, Nehemiah Gateway Albania, apart from the external audit required by law, organizes an internal audit every year, appointing certified public accountants (CPA) from the USA and accounting experts from Germany to ensure compliance and follow-up procedures and to have a more transparent presentation of financial resources.

In the annex you will find more information about audits and financial statements.

## **IV. Structure, direction and reporting**

### **IV.1. Identification Data**

Nehemiah Gateway Albania Foundation was founded on 21.07.1995 as a non-profit organization.

The Foundation is registered by the Pogradec Judicial District Court with Reg. 4569 and the Tirana Judicial District Court with no. Reg. 5/1 with NIPT J64103684E. The Chairman of the Supervisory Board is: Arnold Geiger and Executive Director: Herolinda Shkullaku

The address of the foundation is: 7304 Buçimas, Albania. The headquarters and head offices of the Foundation are in the Local Administrative Unit Buçimas, Pogradec municipality. The Foundation has branches in Pogradec registered with secondary address: Neighborhood no.4 "Unaza" street, Pogradec with NIPT / SSN J64103684E and Gjirokastra registered with secondary address Neighborhood Dunavat I, "Bule Naipi" street, 6002, Residential House in Cadastral Area no.8542, property no.22/36, Gjirokastra City, Gjirokastra District with NIPT / SSN J64103684E.

## **IV.2. Organizational Structure**

The governing bodies of the Foundation are the Supervisory Board and the Executive Directory.

### **IV.2.1. Supervisory Board**

Below you will find information about the supervisory board:

#### **Chairman of the Board:**

- Arnold Geiger - Founder of NG Team

Born in 1960 in Bayreuth, Germany. Arnold Geiger and his wife Esther have five children. Having finished his studies in public administration he occupied different functions within the federal police for nine years.

Following several relief-goods transports and humanitarian missions to various countries including Sudan, Eritrea, Malawi, Ethiopia, Russia, Rumania, Turkey and Iran, he and his family decided to move to Pogradec, in Albania after the opening of the borders in 1991 to actively and sustainably invest in the long-term development of that society.

A multitude of projects and services of all kinds came into being: emergency aid, spiritual support through churches, medical and social aid as well as educational institutions ranging from kindergarten to university.

Arnold Geiger is the founding member of various national and international organizations. He was awarded the German Federal Cross of Merit for his multifaceted commitment (Bundesverdienstkreuz) in 2008. In 1998 he was declared "Honorary Citizen of Pogradec". On the occasion of the 25th anniversary of Nehemiah Gateway in Albania he received the "Mother Teresa" award, honoring his outstanding achievements for the country of Albania.

#### **Board members:**

- Helmut Hauser- Architect

Born in 1950 in Egenhausen / Northern Black Forest, Germany. On completion of his studies in architecture at the University of Stuttgart, Helmut Hauser started his career in 1976 working for Heuser + Dörner + Partner in Nagold. As an architect and junior partner, he worked on various larger projects, predominantly in the field of social services. In 1984, he founded his own architecture office hauserpartner in Egenhausen. A further office was opened in Berlin in 2004. His staff of 22 coworkers implements architecture and engineering projects from planning to construction monitoring in the areas of urban planning, clinics and hospitals, church-related buildings, educational institutions, industry and business constructions, as well as residential buildings of different sizes. In addition to their core cost and time management competencies, the company is specialized in the development and implementation of woodwork constructions. Helmut Hauser is a very committed citizen, serving voluntarily as: member of the municipal council of the area, member of the Calw county council, member of the Supervisory Board of Klinikverbund Südwest, member of the Advisory Board of "de'ignis-Fachklinik", member of Board of the Calw-Freudenstadt architectural association,



member of the DAW (German-Albanian Economic Society) Berlin, and member of the board of the Foundation for Core Values and International Understanding in Berlin. In 1966, Helmut Hauser founded the Black-Forest-Brass-Band to which he is still an active trombonist. After his first trip to Albania in 1992, he had numerous meetings with Nehemiah Gateway Albania. As he continued to become acquainted with the country and its people, a love and appreciation for them grew within him. The contact deepened, dreams came true over the years as they were able to construct a variety of buildings, such as schools, a university, a guest house, a church and a sports compound. Helmut Hauser is married and has a daughter.

- Prof. Dr. Goran Rafajlovski - Professor

Born in Skopje, Macedonia. Goran Rafajlovski completed his Bachelor of Science in Electrical Engineering at the University of Skopje, continuing with a Master of Science in the same branch at the University of Zagreb in 1991. He completed his doctoral studies in Electrical Engineering at the University of Skopje in 1996. He is a professor in the Department of Electrical Engineering at the University of Skopje and at the SRH University in Berlin. Mr. Rafajlovski has a rich career not only in the academic area, but also in politics. In the period of 2001-2005, Mr. Rafajlovski was the Ambassador of the Republic of Macedonia to Germany. He has been a Research Advisor at the Founders' Institute for Public Policy. He is a member of several institutions and boards, including: IEEE member for 25 years; DAAD member, VIP Alumni; 5 years Member of the Supervisory Board of ECM (Electric Corporation of Macedonia); Member of the Energy Committee, European Commission DG RTD Energy. Mr. Rafajlovski has been the Chairman of the Management Board of the Boris Trajkovski International Foundation since 2005. In the period 2008-2011, he worked for RWE Innogy as Manager of Macedonia for Hydropower and New Applications for Southeast Europe and during the years 1998-2001, Mr. Rafajlovski was the Administrator of ECM (Electric Corporation of Macedonia). Mr. Rafajlovski has a wide range of scientific publications, including more than 80 publications and speeches in journals and conferences. From 2014 to 2017 Mr. Rafajlovski was the director of the Nehemiah Gateway University.

- Arlinda Merdani – International Projects and Human Resources at NGS

Born in 1982 in Elbasan. Arlinda Merdani completed her studies in the German Language Department at the "Aleksandër Xhuvani" University in Elbasan, and attended several semesters for this branch at the University of Vienna, Austria and Leipzig, Germany. Further, Ms. Merdani continued her master studies, receiving the title Master of European Studies at the University of Leipzig. Ms. Merdani has completed an internship in the German Bundestag, a very valuable experience for her. Her professional career begins in September 2005, when Ms. Merdani worked as a translator, and later as Assistant to the Manager of Nehemiah Gateway in Albania. She contributed to the establishment of the Nehemiah Gateway headquarters in Nuremberg in 2010, gaining experience in donor liaison, office management, assisting partner meetings, and human resource management. Ms. Merdani has participated in the procedures for the opening of Nehemiah Gateway University and is currently a lecturer at this school for the

subject "Methods and Scientific Research". As Head of Global Operations for Nehemiah Gateway, Ms. Merdani is responsible for developing and promoting Nehemiah Gateway's international work as well as the Nehemiah Gateway University International Scholarship Program. From October 2017-2019 she has also taken over as executive director of Nehemiah Gateway gGmbH.

- Eliverta Götz - Financial Control and Reporting at NGS

Born in 1983 in Pogradec, Albania. Ms. Götz completed her studies in 'Albanian Language' at "Aleksandër Xhuvani" University in Elbasan. After teaching at a public school, she joined the staff of the Nehemia School in Buçimas, Albania, and later became part of the working group to open the Nehemiah Gateway University. Simultaneously with her later work as Assistant Managing Director of Nehemiah Gateway, she completed her studies in 'Business and Economics' at Nehemiah Gateway University and then went on to complete her Master's degree in 'Entrepreneurship' at SRH International University in Berlin. Currently, the work of Ms. Götz at Nehemiah Gateway focuses on the NGS financial control and reporting project.

- Kai Uellendahl – Business Advisor

Born in 1964 in Wuppertal. In 1990, Kai Uellendahl graduated with a degree in Economics from the Ruhr-University in Bochum as well as the Bergische University in Wuppertal.

Between 1991 and 1999, he worked in different Controlling departments for the GRUNDIG enterprise. Following that, he was employed by the adidas-Solomon AG for nine years, serving in the positions of, but not limited to, Senior Controller (Europe), CEO adidas Switzerland as well as Chief Financial Officer and Chief Operations Officer for Solomon Central (Germany, Austria, Switzerland, Slovenia).

From 2008 to 2014, he held the position of Chief Financial Officer of the ROSEN Group. After five years as Chief Financial Officer of LUCERNE FESTIVAL, one of the world's leading concert promoters for classical and contemporary music, he is now working as a business consultant.

In 2002, he came into contact with Nehemiah Gateway Albania. Since then, he has been supporting the foundation with his professional know-how and was chairman of the supervisory board from 2009 to 2012 and from 2012 until May 2019 he chaired the NG Advisory Board.

Kai Uellendahl is married and has three adult children.

- Gerd Seitz

Gerd Seitz is a self-employed attorney and tax consultant working in Munich. He completed the first and second state law examinations with focus on trade and tax law at the Universities Mannheim and Tübingen (Germany), as well as the exam for tax consultants. He is looking back on many years of professional experience, among others on 20 years in his own law firm with five co-workers in Munich.



Through an important supporter and friend, he came in contact with Nehemiah Gateway. As a founding member of Nehemiah Gateway Service's predecessor organization he has been actively involved in NG Team's organizational development since 2005.

## **IV.2.2. Management organization**

### **IV.2.2.1. Executive Director**

The Executive Director is the highest executive body of the Nehemiah Gateway Albania Foundation. Currently the Executive Director is Mrs. Herolinda Shkullaku.

Mrs. Shkullaku was born in 1976, in Pogradec. After her studies of English at the University of Tirana, she worked for three years as an English and German language teacher, first in one of the high schools in the district of Pogradec and then in the non-public NEHEMIA school.

In 2002, the cooperation with NEHEMIA continued as she became Assistant to the Chairman of Executive Board and then to the Chairman of Supervisory Board of NEHEMIA for a 6-year period, assisting the Chairman also in his commitments with different humanitarian organizations inside and outside Albania. At the same time, Mrs. Shkullaku gained experience as a leader of smaller projects within NEHEMIA such as the project for Foreign Languages and Professional Forum.

In 2009, she became the Head of National Center of NEHEMIA in Albania, coordinating the work for 9 Local Centers in Albania as well as central services of Human Resources for NEHEMIA Foundation. During this time, she successfully finished her second course of studies, Business & Economics, at Nehemiah Gateway University.

In January 2013, Mrs. Shkullaku became Executive Director of Nehemiah Gateway Albania. At Nehemiah Gateway, she has the opportunity to serve her country offering sustainable and inspirational models for young people in Albania. Mrs. Shkullaku is married and has one son.

### **IV.2.2.2. Decision making and reporting**

The Nehemiah Gateway Albania Foundation is headed by an Executive Director and two Deputy Directors.

The campus in Buçimas, which is the headquarter, is also the place where the central offices of the Foundation are located.

Also, each local branch/center has its own manager. Each local branch/center has programs which are run by Didactic or Technical leaders according to the respective licenses.

To facilitate the work of the heads of local branches/centers, centers of central competence in Finance, Legal Affairs, Human Resource Management, IT, PR and Media, as well as Infrastructure Management of Support Projects have been established. These centers are run by specialists and support the work of local branch/center managers.

Nehemiah Gateway University is governed by the Academic Senate, Rector, Administrative Board and Administrator under the Higher Education Law.

The Executive reports, follows instructions and implements the decisions of the Supervisory Board.

All the steps to be followed for decision making are set out in the manual for internal communication and written information. All co-workers based on their position are informed what steps to follow for decision making or approval of the budget, projects, documents, etc. In addition to the manual and written procedures, co-workers are part of ongoing meetings and training on decision-making policies and new procedures to be followed.

## V. Plans for the future

Nehemiah Gateway Albania Foundation will continue to work on the four strategic pillars to fulfill its goals and mission. Despite the difficulties with the situation created by COVID-19, the Foundation will ensure continuity in all its activities. The Foundation will continue to carefully manage all revenues and be transparent with all donors through open and continuous communication. It will respect and follow the accounting rules and standards in order to have the most transparent and complete coverage of all economic operations.

Prepared



Elona Blacëri

Head of Financial Management

Approved



Herolinda Shkullaku

Executive Director

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