



Directorate-General for Rendering Services to Diplomatic Missions

84 Honchara Olesia St, Kyiv



Special congratulatory video message from Dmytro Kuleba, Minister for Foreign Affairs of Ukraine, at the presentation of the 22nd issue of the scientific yearbook *Diplomatic Ukraine*

GDIP SE

For over 30 years, the Directorate-General for Rendering Services to Diplomatic Missions has provided the necessary range of services for the comfortable stay of foreign diplomatic missions in Ukraine, forming a positive image of the state and promoting its cultural heritage at the international level.

The most frequent clients of the Directorate-General are foreign diplomatic missions, consulates-general and honorary consulates, international organisations, and foreign companies, their employees and family members. For them, the GDIP with its six directorates, Avtotsentr, Inpredkadry, Media Center, Dypservis, Rembudekspluatatsiia, and Steering Directorate, provides a wide range of services.

The fundamental area of the GDIP activity is to provide embassies and their staff with offices and accommodation, Ambassadors Extraordinary and Plenipotentiary with residences, and assist both in their continuing maintenance.

Official meetings of the organisation's administration with representatives of the foreign diplomatic corps are a significant part of the enterprise's activities regarding establishing cooperation and contacts with other Ukrainian state agencies. Another regular feature of activities is the organisation of events in the field of public diplomacy, including diplomatic, tourist, and economic forums and initiatives in various Ukrainian cities, presentations of publications, thematic excursions to Kyiv and the regions, meetings of students with foreign and Ukrainian diplomats and experts, etc.

The achievements and reputation of the Directorate-General for Rendering Services to Diplomatic Missions have been attested by national awards since the cornerstone of the organisation's success lies in professionalism and the willingness of its team to attain spectacular results.

STEERING DIRECTORATE

The Directorate is responsible for legal, consulting and other activities.

The Directorate's departments provide a full range of real estate services, from selecting options to concluding and legally formalising transactions.

The Steering Directorate includes the following departments: Real Estate and Contracts, General, Public Procurement, Legal, and Human Resources. Each of those departments is vital, as it ensures the high-quality performance of the objectives of the GDIP.



An information web page about
the Steering Directorate





Signing of the Additional Contract on the extension of the long-term Lease Agreement with the US Embassy, 2024



Employees of the Steering Directorate

Directorate's services



- legal backing in real estate transactions;
- assistance in signing contracts of lease or real estate purchase and sale agreements;
- selection of the office premises to lease or purchase for the location of embassies and foreign representative offices;
- selection of apartments for residence in any Kyiv district;
- selection of houses and land plots (for lease and sale).

Contacts:

Address: 84 Honchara Olesia St, Kyiv, 01054

Director: +38 (044) 581 74 94

Real Estate Department: +38 (067) 245 72 23

Legal Department: +38 (044) 486 99 29, +38 (044) 230 88 23

Some options for rent



Avtotsentr Directorate

The Avtotsentr Directorate is one of the subdivisions of the Directorate-General for Rendering Services to Diplomatic Missions, which contributes to the positive image-making of Ukraine at the international level by providing a wide range of services related to the operation and maintenance of vehicles.

The professionalism and high qualification of drivers and staff ensure the main values of the Directorate: clients' safety and comfort. The Avtotsentr Directorate is a stable, reliable, and responsible transport partner.

Transportation is swiftly available for order through an official appeal to the head of the enterprise. The price will be calculated according to the price list for services.



All services of
the Avtotsentr Directorate



Directorate's fleet



SETRA S 517 HDH



Mercedes-Benz Sprinter Travel 65



Mercedes-Benz V250



Employees of the Avtotsentr Directorate

Directorate's services



Road transportation

Transportation by various cars is carried out in accordance with the price list for services.



Maintenance and repair

- car maintenance;
- computerised car diagnostic;
- assembly and locksmith work;
- wheels collapse-convergence diagnostic;
- chassis diagnostic;
- vehicle adaptation.



Rental of various special equipment

- MAZ-555102-223 dump truck;
- Bobcat S175 Skid Steer Loader;
- ZIL-130 (AGP-22 aerial platform truck, 0.28 tonnes);
- KRAZ-250 (truck crane KS-3575 with a lifting capacity of 10 tonnes, lifting height – 15 m).



Tire mounting and balancing

Having analysed the specifics of your vehicle's maintenance, the specialists select the best tire model and fit it to your car.



Straightening and painting of cars

The Directorate's specialists provide a wide range of painting and coachwork.



Tire storage

The Avtotsentr provides all the conditions for safe and proper seasonal storage of tires.



Maintenance of car air conditioners

Specialists diagnose, refuel, clean, and disinfect car air conditioners.



Car washing

Washing of coaches, cars, and trucks, and chemical cleaning of the vehicle interior.



Parking

- indoor and outdoor parks for cars, trucks, and coaches;
- round-the-clock security;
- providing places on equipped parking;
- assistance in getting special parking spaces for vehicles near the offices of embassies and representative offices.



Charging of electric vehicles

A versatile charging station has been installed for electric vehicles of all brands. The station is connected to a grounded cable with a capacity of up to 22 kWh and a current of 32 A.



Platform trailer

Supplying a specialised platform trailer for operation.

Contacts:

Address: 8-B Heroiv Kosmosu St, Kyiv, 03148

E-mail: gdipavtoctr@ukr.net

Director: +38 (067) 245-71-10

Reception: +38 (044) 224-65-75

Dispatcher: +38 (044) 230-88-25; +38 (095) 151-33-59

Service station: +38 (067) 445-88-06



Outdoor parking of the Avtotsentr Directorate



1989 ZIL-41047

Dypservis Directorate

The Directorate provides accommodation and events service solutions, prepares and conducts protocol visits of the diplomatic corps to the regions of Ukraine, and ensures comfortable leisure time in the GDIP Sports and Diplomatic Club.

The Club is located in the capital's centre on the picturesque Trukhaniv Island. Here you have an opportunity to aptly combine active leisure and comfort. The capabilities of the technical facility, the variety of sports equipment, and the cosy places for recreation make this place unique.



Services of
the Dypservis Directorate





Wooden house at the territory of the Club



Wooden house at the territory of the Club



Temporary building for workers' recreation



Sports ground



Employees of the Dypservis Directorate

Directorate's services



Accommodation

The Directorate provides accommodation services in a 3-star hotel, wooden and module eco-houses on the territory of the Sports and Diplomatic Club.



Temporary accommodation in Kyiv

Apartments with cosy interiors and necessary amenities.



Unique ecological house

Guests have various opportunities to spend their leisure time: billiards, chess, and checkers, backgammon.



Organisation of all kinds of events

Team building, protocol lunches, corporate events, picnics, barbecue parties, culinary workshops, sports relay races, music evenings, business meetings, etc.



Sports leisure

Locations and equipment for active leisure time – volleyball, basketball, archery, darts, badminton, gorodki, quests, knife throwing, mini football, tennis, ping pong, nordic walking, cycling, cross-country skiing, etc.



Basic course on TCCC and hostile environment awareness

With the GDIP assistance, the British company “Akkadian” is conducting basic training on first aid in hostile environments featuring British instructors. The location of the Club allows for an environment resembling field conditions.



Recreation alternatives in the Sports and Diplomatic Club





At the centre: Pamela Strong, Deputy
Director of the Program Office at the USAID
Regional Mission for Ukraine and Belarus



Mine awareness training on the territory
of the Spots and Diplomatic Club



Participants of the bike tour on Trukhaniv Island

Contacts:

Address: 45 Volodymyrska St, Kyiv, 01034
Spots and Diplomatic Club: 1-H Trukhanivska St, Trukhaniv Island, Kyiv
e-mail: dipservice@gdip.com.ua
Director: +38 (067) 245-71-47

INPREDKADRY DIRECTORATE

Inpredkadry Directorate has successfully provided complex accounting and personnel services as well as legal assistance to diplomatic missions, representative offices of foreign companies and executors of international technical assistance officially accredited and successfully operating in Ukraine.

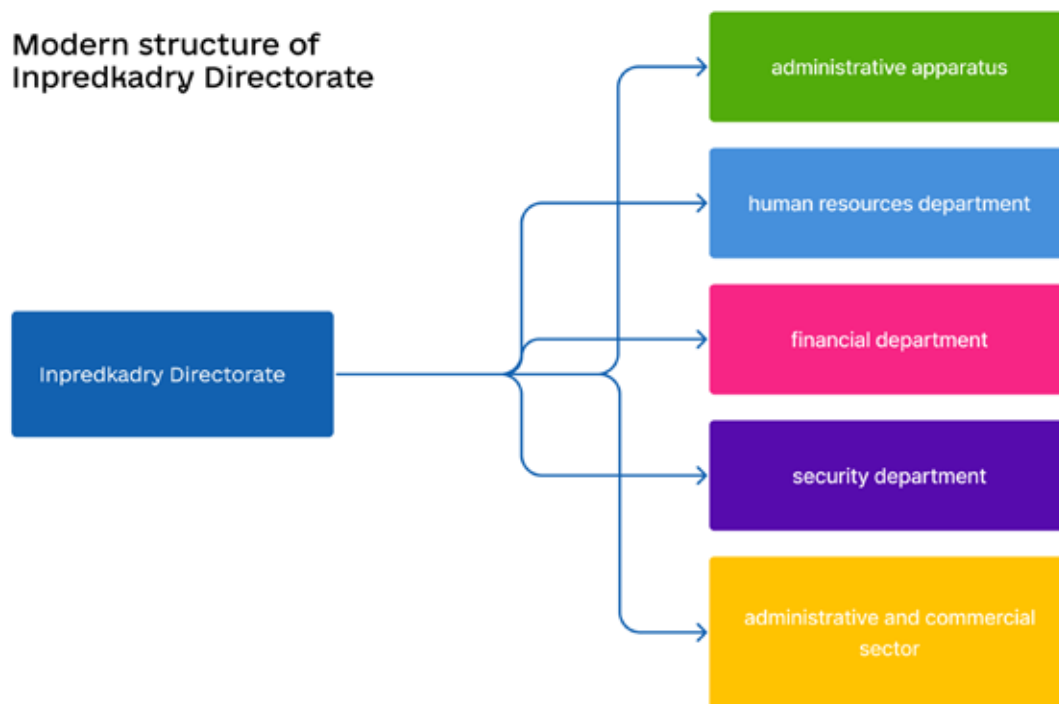
The Inpredkadry Directorate currently serves 555 foreign missions, including 440 offices of foreign companies, 73 embassies, 7 consulates general, and 6 cultural centres alongside 29 international technical assistance projects. In addition, the Directorate has facilitated the recruitment of 5,573 employees to work in foreign missions, of whom offices of foreign companies have employed 3,604; embassies, honorary consulates, and cultural centres – 914; and international technical assistance projects – 1,055.



Website of
the Inpredkadry Directorate



Modern structure of Inpredkady Directorate



Employees of the Inpredkady Directorate

Directorate's services



Financial services

- complete bookkeeping accounting of foreign missions;
- accounting services for payroll for employees of foreign representative offices;
- calculation of taxes and fees (USC, individual income tax, military fee);
- services for the preparation and submission of reports to regulatory authorities;
- additional accounting services (VAT refunds);
- accounting consulting.



Recruitment

- developing job descriptions, staffing, draft employment contracts, internal labour regulations, collective agreements, and vacation schedules;
- preparation of personnel documentation regarding hiring, reassignment, transfer, relocation, and dismissal of workers;
- legal assistance for the dismissal or reduction of staff;
- seeking and selecting professionals according to the customer's criteria.



Legal services

- registration of the natural person at the bodies of the State Tax Service of Ukraine;
- registration of the juridical person (non-resident) at the regulatory authorities;
- assistance in registering a representative office;
- changing of information on the location of a foreign representative office;
- legal consulting.



Security services

- security of facilities and offices;
- transport placement services in guarded parking lots;
- ensuring public order during celebrations;
- advising on the organisation of on-site security.



Out-of-office (ordinary) document storage

Contacts:

Address: 51/50 Sichovykh Striltsiv St, Kyiv, 04053

Website: <http://www.inpredkadry.kiev.ua/>

E-mail: info@inpredkadry.kiev.ua

Director: +38 (044) 484 67 22, +38 (044) 482 36 98

MEDIA CENTER DIRECTORATE

Since its opening, the Media Center has been a platform for communication among representatives of foreign states with the public and media.

The Directorate's activity aims to highlight Ukrainian achievements in diplomacy, science, and art. The Media Center hosts press conferences, presentations, lectures, meet-and-greet events, seminars, briefings, scientific conferences, exhibitions, etc.

The advantages of the space include a convenient location in the centre of the capital next to the Universytet metro station, private parking with round-the-clock security, a flexible system of discounts for services, and opportunities to cooperate with Ukrainian and foreign media. The beating heart of the Media Center is its team of professionals.



An information web page
about the Media Center





All issues of *Diplomatic Ukraine* scientific yearbooks



Issues of the *Diplomacy without Borders* magazine



Employees of the Media Center Directorate

Directorate's services



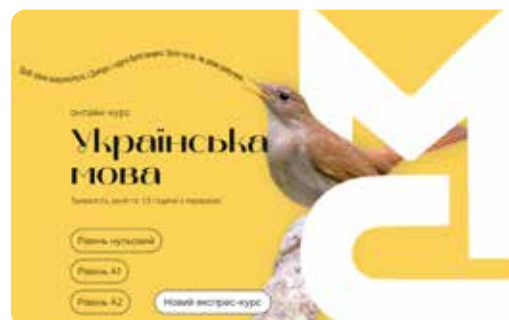
Premises for rent

The Media space is equipped with cutting-edge tools for sound recording and playback, video broadcasting, a presentation screen and a media projector, a congress system and wireless microphones, which enable holding events in various formats.



Translation

Team of specialists with knowledge of foreign languages, as well as available technical means ensuring simultaneous and consecutive interpretation during events.



Ukrainian Language Courses

The studying process flows within the group classes or an individual one.



Events at the Media Center





Roundtable discussion entitled Public Diplomacy in Action: Institutional Practices in Ukraine and Around the World, 2024



Pavlo Kryvonos, GDIP Director-General, awards Ricardo López-Aranda Jagu, Ambassador Extraordinary and Plenipotentiary of Spain, the certificate for mastering the Ukrainian language at the A2 level



Food zone

It is a perfect addition to the media space, intended for unofficial communication, with comfortable furniture and modern technical devices for broadcasting and visualising content during coffee breaks or receptions.



Tourism and cultural services

- organisation of bus and walking tour around Kyiv and other Ukrainian cities with a full package of tourist services, including interpretation into English;
- assistance in organising presentations of services of travel agencies, exhibition centres, and educational and entertainment establishments.



Pre-printing and printing setup

Specialists of the Media Center provide proofreading and copyediting services, design development of printing product models, simple and complex layout, creating a signature graphic style, swift printing of booklets in A5 and A4 formats, and photography services.

Contacts:

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E-mail: prepress.gdip@gmail.com

Director: +38 (067) 245 71 70
Deputy Director: +38 (067) 245 71 41



Visit of representatives of the diplomatic corps to the Chornobyl Exclusion Zone



Excursion to the Taras Shevchenko National Museum

Rembud- eksploatatsiia Directorate

Rembudekspluatatsiia Directorate is responsible for the constructing, rebuilding, renovating, and maintaining of administrative and residential buildings housing diplomatic missions, residences and embassies staff apartments.

The Directorate's specialists strictly adhere to the regulatory framework for construction and have experience in the operation of buildings and engineering networks. The Directorate also has established cooperation with the city authorities, contributing to the fast and high-quality fulfilment of contractual obligations.



An information web page about the
Rembudekspluatatsiia Directorate



Some of the Directorate's projects



Roses on the arch at the entrance to the office of the GDIP



Renovated building of the Embassy of the Republic of Austria in Ukraine



Embassy of the Federal Republic of Germany



Employees of the Rembudekspluatatsiia Directorate

Directorate's services



- Round-the-clock response to power, water, heat, and sewerage emergencies;
- Maintenance of in-building power, water, heat, and sewerage engineering systems;
- General construction works;
- Plumbing, electrical, and welding works;
- Full renovation of apartments and premises with preparation of cost estimates;
- Maintenance of computer and peripheral hardware, telephony, and renaming of telephone numbers with the issuance of authorisation documents;
- Maintenance of land plots, lawn mowing;
- Performance of customer functions for land allocation and obtaining documents certifying the right to land use;
- Technical supervision of construction.



Sculptural composition Atlanteans
before and after renovation



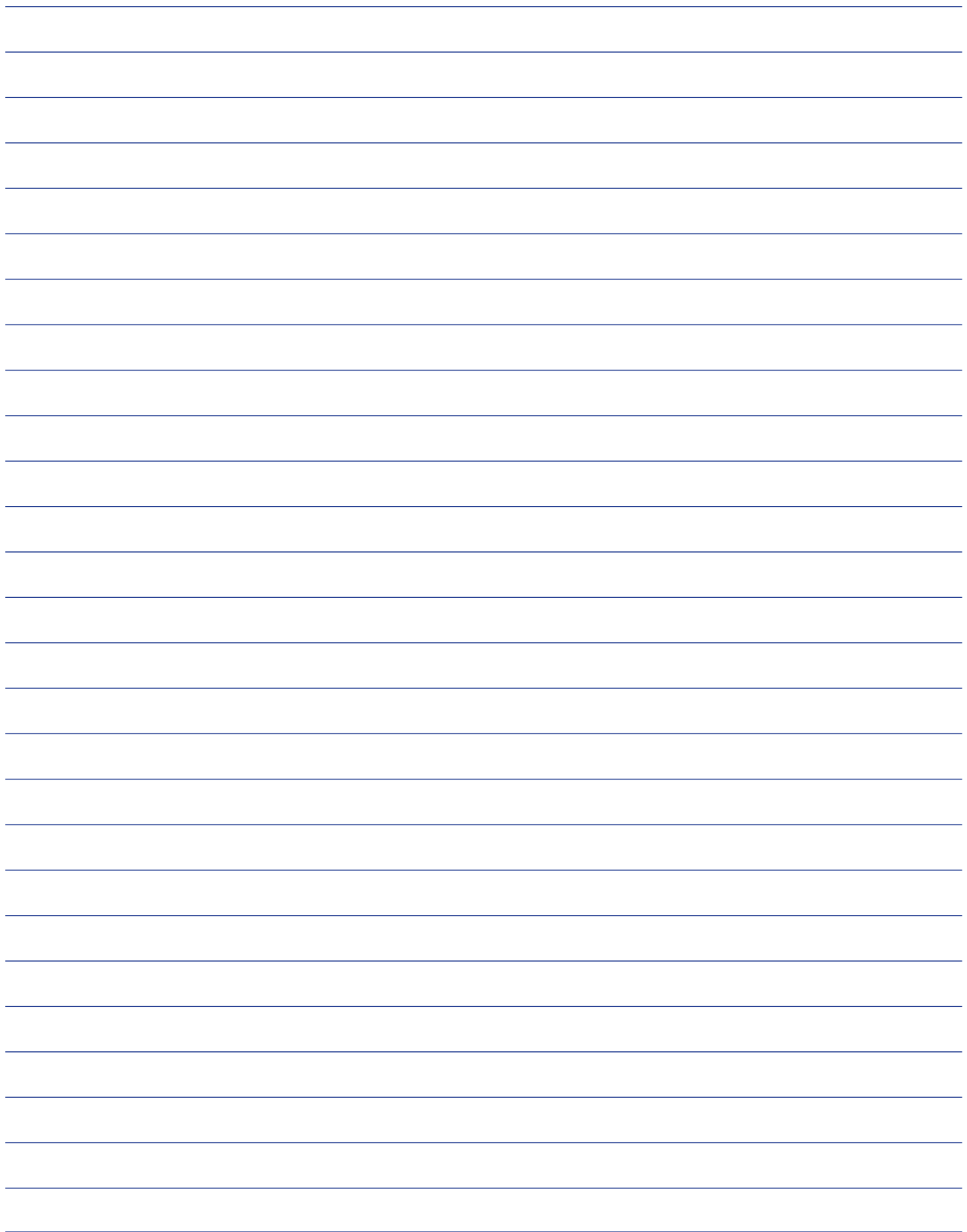
Renovation of the residence of the
Ambassador Extraordinary and
Plenipotentiary of Japan to Ukraine

Contacts:

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GDIP

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