

Counterpart Alliance for Partnership

SUPPORTING SUSTAINABLE NGO DEVELOPMENT IN UKRAINE AND BELARUS

Seventh Quarterly Report

*FOR THE PERIOD:
1 OCTOBER - 31 DECEMBER, 2000*

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**COUNTERPART ALLIANCE FOR PARTNERSHIP
SEVENTH QUARTERLY REPORT
1 October 2000 – 31 December 2000**

SECTION 1: UKRAINE

I. EXECUTIVE SUMMARY

CAP's third annual all-grantees conference "Building Capacity through Information Technology and Media" kicked off seventh quarter activities. This year's conference, held at the Puscha Ozyornaya complex from October 16-19, offered more than 250 NGOs a selection of workshops on various media and information technologies (IT) topics. The conference included training sessions led by representatives of international organizations, such as IREX, Internews, UMREP and Salvation Army, as well as panel discussions with presentations by other contractors, donors, and local NGOs with expertise in each topic. The conference also provided an opportunity for CAP Director Hugh Orozco and Sylvia Babus, USAID Civil Society Advisor, to present certificates to CAP's 19 newest grantees. Selected from over 260 proposals from every region of Ukraine, the new grantees will implement programs focusing on youth leadership, internship programs for youth, human rights issues and other youth initiatives.

The seventh quarter also represented a key phase for CAP's Social Enterprise program. When the program started a year ago, none of the social enterprises operated by participating NGOs were sufficiently developed to absorb or repay a recoverable grant (no-interest loan). However, after a year of intensive training in small business development, and participation in CAP-sponsored business apprenticeships and exchanges, several NGOs are ready to apply for a recoverable grant next quarter.

Another highlight was the creation of two coalitions in the HIV/AIDS and youth sectors. Each coalition has submitted registration documents to the Ministry of Justice, conducted joint activities, and created activity plans for the coming year. Both coalitions grew out of USAID-funded training programs and training and technical assistance provided by CAP.

Progress was also made on the legislative front. On October 19, 2000 the Verkhovna Rada adopted the Draft Law on Non-Business Corporations in its first reading. While amendments can be introduced in two future readings, the original bill that was passed will be used as the basis for the eventual law. CAP's lawyers and technical assistance partner the International Center for Not-for-profit Law (ICNL) drafted the bill that was adopted in this reading.

Finally, CAP continued active cooperation with other local and international organizations through numerous roundtables and conferences. This was most evident in events dedicated to the worldwide December 1 AIDS Day, where CAP worked together with the HIV/AIDS Alliance, EU-TACIS, USAID, UMREP and the Ukrainian Substance Abuse and HIV Prevention Charitable Fund to conduct media activities, a roundtable and press conference with NGOs working in this sector, as well as an interactive theater performance on HIV/AIDS.

II. PROGRAM PURPOSE

To develop and strengthen the capacity of indigenous NGOs to provide social services to vulnerable groups on an on-going and sustainable basis and to actively and effectively advocate on behalf and for the rights of their constituents.

III. SPECIFIC ACTIVITIES (BY OBJECTIVE)

OBJECTIVE 1: DEVELOP AND STRENGTHEN INDIGENOUS NGOS TO PROVIDE SOCIAL SERVICES

A. TRAINING AND ROUNDTABLES

1. General Training

The largest training event this quarter was CAP's annual all-grantees conference, which this year was dedicated to "Building Capacity through Information Technology and Media." The conference provided training to over 250 NGO representatives from Ukraine and Belarus on how to use media outreach and information technology to enhance programs and advocacy efforts. Specific workshops, conducted by international organizations such as IREX Pro Media and IATP, UMREP, British Council, SAWSO, and Internews, focused on creating information and referral systems, working with print and electronic media, and using the Internet for PR and fundraising purposes. (Please see *Attachment 5* for a full conference report.)

In addition to the conference, CAP and its partner Counterpart Creative Center (CCC) conducted 19 advanced-level training sessions for 275 NGO representatives from 196 Ukrainian NGOs. Trainings were held in Kyiv and four Ukrainian cities where CAP has sub-offices (Lviv, Odessa, Kharkiv, Donetsk), as well as in Chernihiv, Znamenka (Kirovohrad oblast), Zaporizhzhya, Kherson, Ternopil, and Crimea. Topics included:

- Building Coalitions and Associations
- Governance (Educational course)
- Project Management
- Social Enterprise

In addition, two trainings sessions on "Project Management" were conducted for CAP's 19 new youth initiatives grantees. Project directors and financial directors were invited to attend these trainings, held in Kyiv and Odessa.

Counterpart Creative Center Trainer's School for CAP grantees

Early in the quarter, students of the CAP/CCC Trainers' School conducted two 2-day trainings on NGO Management in Mykolaiv and Uzhorod for thirty-six representatives of local NGOs.

Students prepared for their final examination by developing and presenting their own training course on "Working with Volunteers using Positive Thinking," which they delivered to the new class of CAP/CCC Trainers' school students in early December.

Seven students received certificates for participating in the Trainer's School, and 11 received certification as NGO trainers. In addition, four participants of the first joint CCC/CAP Trainers School applied to become trainers for CCC. In late November-early December, the second session of the Trainers School held a practical session on "Project Design" in Chernihiv.

2. Sector Specific Training

Youth Initiatives

New Coalition: Sails of the Future

This quarter, CAP helped launch a coalition of youth-oriented organizations (both grantees and non-grantees) called "Sails of the Future." The idea for the coalition came from the most active participants of a youth initiatives study tour to Poland and the US in the previous quarter. The new coalition's mission is to assist "in the development of an open civil society and volunteer movement in Ukraine by strengthening partnerships and effectively using and uniting NGO resources."

During the all-grantees conference, CAP program advisor Lesia Zhuk met with coalition coordinator Mykailo Strashkin (Dnipropetrovsk Center for Youth Cooperation, a CAP grantee) to discuss the coalition's work plan and possible areas for CAP support. The first event for the group was a coalition building workshop. Twenty NGOs participated in the event, which provided information on different forms of unions: coalitions, associations, societies, alliances, etc, to help them select the most appropriate structure for their group. As a result of the two-day training, "Sails of the Future" submitted documents to the Ministry of Justice for registration, developed a strategic plan and work plan, and launched joint training projects.

CAP also sponsored training on "Social Enterprise Development" for the coalition in early December in Lviv. This was a basic-level training conducted by CCC, which aimed to increase members' knowledge about the concept of and possibilities for social enterprises. Participants of this four-day training also gained basic knowledge on developing business plans.

Legal Training for Youth Initiatives Groups

In November, CAP legal adviser Alexander Vinnikov and financial trainer Yulia Kirsanova conducted a two-day training on "Legal Aspects of Local Fundraising" in Dnipropetrovsk for members of the youth coalition, as well as other new youth initiative grantees.

Cooperation with Christian Children's Fund (CCF)

CAP and CCF developed a new youth leadership training program for CAP grantees, and in late November, conducted the first ToT for 16 participants. To test the new module, two pilot trainings were held in December in Dnipropetrovsk and Ternopil. 47 CAP grantees from 13 cities participated in the two trainings, which included lectures, discussions, small group work, role-playing games and interactive techniques dedicated to the issues of civil society and civic education, leadership skills and volunteerism. The results of the pilot trainings were assessed during a second ToT in Kyiv in late December, which resulted in a finalized training module.

Substance Abuse Prevention and HIV/AIDS

Preventive Interventions Targeting Injecting Drug Users

Immediately following the October conference, ARTS faculty Tom Brewster and Bob Booth conducted a workshop for 20 participants from NGOs and other institutions that work with drug injectors. The primary aim of the workshop was to discuss the feasibility of implementing various community-based interventions to prevent the spread of HIV among injecting drug users. Participants received an overview of community-based outreach strategies and principles, and were introduced to three empirically based outreach intervention approaches: the indigenous leader outreach model, the peer health educator model, and the peer-driven intervention model. Each approach was analyzed according to the Ukrainian context. The training also included a practical component in which participants were given the opportunity to conduct outreach activities in the Kyiv community by distributing prevention materials and information.

Cognitive-Behavioral Therapy for Adults and Adolescents

Conducted concurrently with the "Preventive Interventions" training, this workshop targeted therapists working closely with NGOs. Thirty therapists attended the session, which was led by Drs. Jane Kennedy and Paula Riggs. The workshop taught attendees how to independently conduct cognitive behavioral therapy (CBT) for adults and adolescents. Participants were instructed on specific techniques associated with CBT and were given the opportunity to practice these skills through role-playing therapy sessions under the supervision of ARTS faculty.

Therapeutic Community(TC) Training

ARTS trainers Paul Thompson and Ann Moore conducted a third ARTS training for approximately thirty therapists, counselors and former addicts interested in working as counselors. Over the four-day training period, participants learned how to manage clients and the TC environment to ensure a safe, drug-free experience for their patients. Participants also practiced playing the role of clients, participating in TC groups, and individual TC techniques.

"Collaboration for the Sake of the Future" – Second Annual Conference of HIV Organizations and HIV-positive People

In late November, CAP, Glaxo Wellcome, UNDP, and the British Council sponsored a conference to assist organizations and HIV-positive people in forming networks and sharing experiences, information, and best practices. In addition to NGOs, representatives of government ministries and HIV/AIDS specialists also took part. CAP partners ARTS (Jane Kennedy and Ann Moore) and SAWSO (Bram Bailey) each conducted training sessions: ARTS focused on the treatment of substance abuse and HIV prevention, while SAWSO concentrated on youth programs relating to HIV/AIDS. The event resulted in a letter to the government and international organizations containing numerous initiatives and proposals concerning HIV-positive people's rights protection and an HIV/AIDS epidemic prevention campaign.

Initiative Group on the Organization of All-Ukrainian Network of People Living with HIV/AIDS

Begun last quarter, this group met again in early November to discuss ways of formalizing their coalition. During the meeting, 22 participants from 12 regions of Ukraine discussed different models of NGO networks to determine which type of network best met their needs. Volodymyr Zhovtyak, former Deputy Director of *Kviten Club*, a CAP grantee, was elected head of the

coalition. Registration documents were gathered during this quarter for submission to the Ministry of Justice next quarter.

In December, the West Ukrainian Resource Center conducted training on strategic planning for the group to help them develop strategic goals and objectives for 2001-2002. In the next year, the coalition plans to take on issues such as access to medications for HIV positive persons, and changing attitudes towards HIV-positive persons.

Needs Assessment – NGOs Working on Drug and Alcohol Addiction Problems

CAP was instrumental in creating the Ukrainian Association of Clubs of Alcohol and Drug-addicts this quarter. As one of the first steps in establishing the association, CAP and the Western Ukrainian Resource Center assessed seven organizations to identify training and technical assistance needs. The main needs are in the areas of strategic planning, leadership, and team building, each of which was addressed later in the quarter by CAP. CAP plans to conduct additional trainings for this group in the eighth quarter.

NGO to NGO Training – Club Work

Trainers from the NGO *Kviten Club* led a training for an association of NGOs whose services include rehabilitation of drug users and HIV positive persons active in social and/or sport clubs. The training, which focused on ideas for club activities, will be followed up next quarter.

Children at Risk

In late November, CAP held three trainings in Kherson for 26 representatives of 17 NGOs working with youth and children-at-risk. During the first session, which focused on coalition building, two coalitions that were formed after last quarter's Bakhchysarai Conference discussed upcoming joint activities and means of communication among member organizations. In addition, the establishment of regional information and referral systems were planned for Kyiv, Kherson, Kharkiv, Odessa and Sevastopol, and regional coordinators for these sites were chosen.

Following the coalition meeting, CAP staff Olena Yegorova and Serhiy Lesniak conducted a pilot training on NGO monitoring and evaluation. The training introduced a self-assessment tool (Institutional Development Framework, or IDF) for evaluating NGOs. Topics included use and adaptation of IDF for Ukrainian conditions, as well as the main principles of NGO assessment. Because of the success of this training, CAP plans to replicate the event for NGOs in other cities.

The final topic related to the development of Information and Referral Systems (I&R), and was conducted by the Kherson NGO "Peace. Beauty. Culture." This training gave participants practical skills for creating their own I&R systems. Main topics included: philosophy of I&R; types of systems; data collection and processing; use of computers for I&R, and public outreach.

Disabled

Social Enterprise and Business Planning for the Disabled

Immediately following the all-grantees conference, Elwyn consultants Allen Samuels and Jane Pollini conducted a social enterprise and business planning training for NGOs working with the

disabled. This training for 30 representatives of 19 NGOs was a follow-up to an Elwyn training on vocational programming held in May 2000.

Cooperation with Alliance and Orthotech

In late October, CAP sponsored a group of 10 individuals to participate in a training session on prosthetic devices. The training was organized by International Executive Service Corps and was conducted by specialists on prosthetic devices from the United States.

3. Roundtables

International AIDS Day Roundtable

On December 1, 2000, CAP sponsored a roundtable to discuss the most urgent problems confronting NGOs in their work, as well as effective AIDS prevention programming, and possibilities for governmental and NGO cooperation on HIV/AIDS prevention. Representatives of CAP, the European Commission, HIV/AIDS Alliance, Medecins Sans Frontieres, and NGOs from Kyiv, Khmelnytskyi, Poltava, Donetsk, Odessa, and other cities participated.

B. TECHNICAL ASSISTANCE

1. CAP Technical Assistance (TA)

This quarter, CCC initiated a new activity – personal consultations. The consultations, which were outlined in CAP's Training and Technical Assistance Plan (TATAP), focused on strategic planning. CAP selected NGOs for the two-stage process using information gathered from CAP Monitoring and Evaluation forms, questionnaires completed by grantees during the CAP annual conference, and recommendations of CAP monitors. Only NGO staff members involved in strategic planning were invited to participate, including heads of boards, NGO directors, and deputy directors. A follow up consultation was held one month after the initial consultation. In the nine cities where consultations were held, 33 NGOs (67 people) participated in initial consultations, and 25 NGOs (52 people) participated in follow-up consultations.

ToT on Governance

CCC staff members Natalia Cebotarenko (CAP-sponsored) and Yulia Tikhomirova (AED sponsored) attended a Fellowship on Governance conducted by the National Center for Non-Profit Boards in Washington DC. The two-week fellowship provided new information and skills in the area of Governance. Using this knowledge, as well as skills obtained during a September ToT in Russia, CCC revised its training modules to reflect current international experience in Governance, and developed a series of modules to meet different skill levels of trainees. The first level (basic level) was presented this quarter in trainings around Ukraine.

2. Legal Sector (ICNL)

Social Contracting

ICNL and CAP were heavily involved in promoting social contracting, or social order, this quarter. ICNL provided recommendations to the draft Law on Social Order at the request of the

drafters and, with the assistance of CAP lawyer Alex Vinnikov, prepared recommendations to the Law on State Purchases. Such amendments will facilitate the participation of NGOs in state procurement.

In addition, as a follow up to the Regulation on Social Contracting in Odessa, which was prepared with ICNL's input and adopted on August 10, 2000, ICNL urged donors to support NGOs that could compete for the first tender, expected in early 2001. Donor support is essential because only NGOs that have 25% co-funding will be eligible to apply.

CAP/ICNL also co-sponsored a conference on "Intersectoral Cooperation and Transparency of Local Government as a Basis for the Development of a Dynamic and Stable Society" with the Verkhovna Rada and East-West Parliamentary Practice Project. At the conference, held November 25-26 in Svyatagorsk, ICNL distributed its publication on *Comparative Analysis and Laws on Social Partnerships*. Participants, who included parliamentarians and NGO and government representatives from Ukraine and Poland, discussed international practices and various obstacles to developing intersectoral relationships in their respective regions.

Training of Trainers for Local NGO Legal Consultants

CAP continued to train NGO legal consultants. In addition to CAP's own lawyers, Yuri Dimitrov and Alex Vinnikov, Yulia Kirsanova (financial management) and Alex Tytarchuk (National Law Academy) also conducted parts of the training. This second training focused on best practices and procedures in advocacy, ethics code for consultants, contracts, proposals and statutes, as well as organizing interrelated cycles of local seminars/publications/consultations. Tax advice, social partnership and financial management were also covered during the training.

Admission to the program was competitive, with over 25 applicants from 10 regions. Eight consultants from 5 cities were selected to the first group of trainees. A final session to discuss the results of fieldwork and provide advanced legal training is planned for February.

Legal Aspects of Local Fundraising Trainings

CAP held two trainings on legal aspects of local fundraising for approximately 55 NGO representatives. One such training was conducted in Kherson for CAP grantees, the other was held in Dnipropetrovsk for members of the youth initiative "Sails of the Future" coalition.

Legal Consultations to NGOs

CAP legal advisers provided over 75 consultations to NGOs and donors via e-mail, in-person meetings, and telephone. In addition to CAP grantees, legal consultations were provided to USAID contractors, international organizations, and Ukrainian NGOs. Organizations included: International Renaissance Foundation, DAI, International Society for Human Rights, Committee of Voters, and Watch Tower.

3. Disabled and Children/Youth at Risk Sectors (ELWYN, Inc.)

Elwyn did not conduct any TA visits this quarter, although they conducted many informal consultations during the CAP all-grantees conference and Social Enterprise training.

4. Drugs/Alcohol Abuse and HIV/AIDS (ARTS)

This quarter, ARTS held several meetings in Kyiv and Odessa to discuss possibilities for beginning a pilot project on Buprenorphine Opiate Replacement. Meeting included:

- Kyiv Regional Hospital head narcologist expert, Dr. Zilberblatt.
- Health officials and NGOs “Faith, Hope, and Love,” “Stupeni,” and “Way to Home” to better understand the situation among injecting drug users in Odessa and discussed the possibility for opening a Buprenorphine Opiate Replacement clinic there. CAP sector adviser Oleg Semerik and ARTS faculty met with the chief drug addiction treatment officer at the Odessa regional clinic, with representatives of the psychiatric hospital, and with the Odessa Region AIDS treatment Center/NGO “Future without AIDS.”

5. Information and Assistance Services (SAWSO)

This quarter, SAWSO conducted training and technical assistance at the October conference. In addition to conducting the most popular break-out session (Information and Referral Services), SAWSO held TA consultations with grantees during the conference. (See *Attachment 9* for SAWSO’s trip report)

C. COMMUNITY DEVELOPMENT GRANTS: CORPORATE CHALLENGE AND GOVERNMENT CHALLENGE GRANT PROGRAMS

Under the CAP extension, CAP has awarded 43 Corporate and Government Matching grants in Ukraine for a total of \$173,669. This quarter, CAP awarded 13 new grants for a total of \$55,473. Included in this total are 3 matching grants, worth \$12,000 each from the American Chamber of Commerce. Of these new grants, 8 (\$34,186) were awarded to NGOs working on youth initiative projects. Through the matching grants program, CAP also supported five social service NGOs (\$21,287).

D. SEED GRANTS PROGRAM

1. CAP Seed Grants Program

This quarter, CAP awarded 19 new grants (selected from over 260 proposals) totaling \$181,536 to NGOs in Ukraine working with youth. Funded projects include: internships for students in local government bodies; education campaigns on human rights targeted at youth; leadership; street law trainings for youth; and civic participation initiatives.

The cumulative number of grants awarded in Ukraine during the extension period totals 168 grants to 137 NGOs for \$1,574,892, and 290 grants to 179 NGOs for \$2,863,294 over the life of the program. (See *Attachment 1. Table #1: CAP Grant Awards, Ukraine* for a breakdown of grants awarded).

2. RFP Issuance

No RFPs were issued this quarter.

E. SOCIAL ENTERPRISE PROGRAM

CAP achieved enormous success in the Social Enterprise program this quarter. First, as expected, the twelve NGOs who formerly comprised Tier Two of the Social Enterprise program graduated to Tier One, thereby joining the original five Tier One group members. There are now 17 NGOs in Tier One (advanced level), and 30 in Tier Two.

Second, CAP's intensive training program for NGOs participating in the social enterprise program has paid off, as 5-10 NGOs are ready to apply for recoverable grants next quarter.

1. Training and Consultations

The Social Enterprise program introduced a new training topic and provider this quarter. In early December, the Ukrainian Fund for the Support of Entrepreneurship (UFSE) conducted trainings for both tiers of the Social Enterprise program. Both trainings were held at the same time and location to allow for informal networking between NGOs outside of the training sessions.

Tier ONE:

Tier One participants received training by UFSE on "Pricing and the Art of Sales." Topics covered during the training included net price and pricing strategies, sales forecasts and meeting individual demands.

Tier TWO:

Training for Tier Two focused on advanced business planning. This group of 30 NGOs, divided into 3 groups, learned about marketing, finances and bookkeeping, and other topics related to business planning. At the end of the training, participants presented their business plans.

2. Technical Exchanges

In mid-October, Elwyn conducted a roundtable on job development. 32 participants from 16 NGOs attended the event, which covered issues such as job placement, creation of jobs, and working with agencies. One positive aspect of the technical exchange portion of the training was participation of the Center of Social and Vocational Training and Rehabilitation, which employs disabled (as well as non-disabled) people in its own enterprises. A number of participants have established contact with the Center and are now in the process of developing joint ventures.

3. Recoverable Grant Program

When the social enterprise program began in the fall of 1999, CAP expected to release a number of recoverable grants in the winter of that year. Unfortunately, applications submitted by the original social enterprises revealed that the organizations were not yet ready for this type of programming.

After a year of training, however, there are now NGO-run social enterprises that are strong enough to absorb and repay a small loan. CAP has reached preliminary agreement with the Ukrainian Fund for Support to Entrepreneurship on administration of the recoverable grants, and USFE has also expressed interest in providing a matching loan. Under this agreement, CAP

would use USFE's local currency bank account to release the loans to social enterprises.

E. NGO Exchanges

This quarter, the largest information exchange among CAP grantees occurred during the all-grantees conference, where over 250 NGOs from Ukraine and Belarus had an opportunity to network, exchange experiences and expertise, and plan for future cooperation. A number of "traditional" NGO exchanges were also held this quarter: two in the youth initiatives sector; seven in the children-at-risk sector; three in the disabled sector; and one among NGOs working on HIV/AIDS and substance abuse issues.

OBJECTIVE 2: DEVELOP AND STRENGTHEN THE CAPACITY OF SOCIAL SERVICE NGOS TO ADVOCATE ON BEHALF OF AND FOR THE RIGHTS OF THEIR CONSTITUENTS

Advocacy and outreach were key priorities this quarter. In addition to the all-grantees conference, which helped NGOs conduct outreach and raise support for their activities, CAP created a newsletter, "*CAP Novosti*," on NGO issues. The first edition focused on NGOs, media and information technology, while the second focused on NGO-government cooperation.

Other activities included:

- A draft of the Law on "Non-Business Corporations" was passed in the Verkhovna Rada in the first reading. The bill was drafted by ICNL representative Anatoliy Tkachuk, with input from CAP lawyers.
- Two national news shows (1+1, "Novyy" channel) provided coverage of a press conference held after a conference of HIV organizations and HIV-positive people in late November.
- On World AIDS day, radio station Dovira Nika FM broadcasted a talk show with Dr. Lada Dekan' from Donetsk (a CAP grantee) and an Odessa man infected with HIV. The purpose of the call-in program was to increase awareness of the HIV problem and help foster positive attitudes and tolerance towards those with HIV/AIDS. The program was supported by CAP and the Ukrainian Market Reforms and Education Program (UMREP).
- 15 radio programs, 460 posters, 1,000 booklets, and 150 newspapers on drug/alcohol and HIV/AIDS prevention were produced with CAP support. In addition, 18 publications appeared in regional press, and one radio program and 5 television programs mentioned CAP and USAID.
- CAP lawyer Alexander Vinnikov continued to provide legal assistance to a Zaporizhzhya grantee facing claims by a Ukrainian bank in Arbitration Court.
- CAP lawyers provided written contributions to an ICNL handbook on NGO taxation to be published and distributed to NGOs around Ukraine next quarter.

- Numerous articles by Alexander Vinnikov on NGO issues were published in international and domestic journals this quarter. Subjects for articles included NGO property rights, NGO taxation, NGO cooperation with local government, and domestic philanthropy in Ukraine.
- Alexander Vinnikov continued providing legal opinions on the draft Tax Code in regards to NGO taxation regulations.

IV. PROGRAM IMPACTS

A. NGO Development Indicators

In order to measure the performance of CAP and its grantees, CAP staff conducted site visits to 108 grantees this quarter. In addition, CAP conducted a few pilot trainings on monitoring and evaluation to introduce NGOs to this concept. CAP plans to conduct similar trainings throughout Ukraine next quarter. In the seventh quarter, CAP grantees displayed progress in the following areas (Please see *Attachment 2* for a complete list of *Performance Measurement Indicators, Ukraine*.)

- a) **NGO Governance. This quarter's indicators show that 56% of grantees have improved functions of their board of directors since the September 1999 baseline; 19% of grantees have improved the functions of their boards during this quarter alone. 66% of CAP grantees (compared to a 44% baseline) have a functioning board of directors (satisfactory, adequate or mature level).**
- b) **76% of grantees have improved their advocacy skills since the baseline, with 38% improvement this quarter.** Improvement in this area can be attributed to CAP trainings in NGO Advocacy and NGO Legislation. The quantity of NGOs without advocacy experience decreased from 42% (baseline) to 18% this quarter.
- c) **At the end of this quarter, 83% of NGOs showed satisfactory, adequate or mature levels of planning (compared to a September 1999 baseline of 34%).**

B. Success Stories

1. "Sails of the Future"

This quarter, CAP was instrumental in launching a new coalition of youth NGOs. While many of the NGOs initially came together during a USAID-funded study tour to the US and Poland, they were encouraged and given the necessary tools to establish a coalition by CAP, which provided pre- and post-trip training in Effective Communication and Coalition Building. In addition, CAP conducted a workshop in which organizations analyzed various forms of unions and determined the most appropriate for their needs. At that same event, CAP provided assistance with preparing and registration documents for the coalition, and in creating a work plan for the group.

While the true successes of this coalition are yet untold, the mere fact that a group of 16 youth NGOs has formally united into a coalition is an important first step towards advocating for youth issues in a united voice. Already this quarter, the coalition held a founding meeting, submitted registration documents to the Ministry of Justice, and participated in two trainings – one on legal

issues, the other on social enterprise. Recently, the coalition created a web-site (<http://parusa.hotbox.ru>) that includes information on the individual member organizations, a schedule of future events, and a general description of activities. Plans for the future include implementation of a "Volunteer Marathon" aimed at increasing volunteerism among youth, as well as a training on PR techniques/image-making.

2. All-Ukrainian Network of People Living with HIV/AIDS (NPLWH)

Recent research by the WHO puts Ukraine among the top countries in Eastern Europe suffering from high rates of HIV/AIDS. Moreover, treatment for HIV is still largely inaccessible, and the rights of HIV+ people are often violated. In the seventh quarter, CAP brought together interested groups and individuals to begin a discussion on establishing a coalition of NGOs addressing HIV/AIDS issues. CAP held a coalition building training session for this group, and assisted them in selecting an appropriate type of union, drafting a strategic plan and compiling registration documents. As a result of these efforts, the All-Ukrainian Network of People Living with HIV/AIDS was formed. Although the network is still awaiting its official registration documents, it has joined the Health Department Committee in developing a national program against the spread of HIV/AIDS in Ukraine for 2001-2003. The coalition has also developed proposals on promoting the rights of HIV+ persons, and designed an HIV/AIDS prevention campaign, and presented them to the President of Ukraine and the Ukrainian Parliament.

Members of the network have also defined a mission and outlined goals and objectives for the next two years. These include improving the quality of life for people living with HIV/AIDS, providing psychosocial and legal support, and lobbying for access to treatment and diagnostics. By creating this network, member organizations have shown that they understand the importance of combating this epidemic and advocating for better treatment of people living with HIV/AIDS.

3. CAP Grantee sets Precedent in Seeking Legal Recourse against State Banks

With the assistance of CAP's lawyers, a CAP grantee in Zaporizhzhia successfully defended itself in a defamation case brought by its bank. The grantee had received an incoming US Dollar wire-transfer for the first scheduled tranche payment on its CAP grant. However, the bank issued an incorrect account number, and the funds were credited to another client's account. When the grantee was prohibited from withdrawing the funds for its project, it initiated a media campaign to establish its claim to the money and publicize the bank's refusal to acknowledge its mistake.

The CAP funds were frozen, (this was later ruled illegal), as were other funds received by the grantee from the Dutch Embassy. CAP's in-house lawyer provided consultations to the grantee in what became a landmark case for NGOs in Ukraine. The bank finally settled with the grantee, setting a precedent for NGOs seeking legal recourse in similar conflicts.

4. Ukrainian Gerontologists and Geriatrics Society (UGGS): Alternative Army Service

Realizing that many elderly people require assistance that the state is unable to provide, the UGGS, a CAP grantee, adopted an innovative approach to service provision by taking advantage of a 1999 law on alternative military service that had not yet been implemented. Through the UGGS' unprecedented CAP-funded project, two rounds of new army recruits in Kyiv were given

the opportunity to sign up for alternative army service; however, instead of the typical military service, recruits provided services to elderly and disabled persons. Forty people participated in both rounds of the program, serving up to 480 people each day. As the project drew to a close, the NGO held a conference attended by government representatives and similar NGOs from around Ukraine. In her speech, a representative of the Ukrainian Ministry for Labor and Social Policy noted the importance of this pilot program and praised UGGS' work. The Ministry representative promised to work with the Cabinet of Ministers to pass a resolution that would encourage alternative service throughout the country. In the meantime, NGOs that attended the conference are working at the local level to begin similar programs in their regions.

5. NGO's Cooperation with Local Business

CAP grantee "Peace. Beauty. Culture," which works with children-at-risk, has built a reciprocal relationship with a local business, after the business agreed to fund the cost of meals at one of the NGO's events. While this initial level of assistance may appear minimal, the extent of the cooperation has extended much farther. While the business provides material support to the NGO, the NGO shares its knowledge on management, strategic planning and other skills gained from CAP trainings. This cooperation has not only led to additional funding for the NGO, but also has enhanced the business' management skills – enabling the firm to expand its business services from a regional to national level.

V. COORDINATION AND COOPERATION

CAP collaborated with many international organizations operating in Ukraine and Belarus, especially during the all-grantees conference. Additionally, CAP representatives regularly attended coordination meetings for donors on legal and health issues. Other examples of this quarter's collaborative activities include the following:

- With the assistance of IREX-IATP (Internet Access and Training Program), CAP coordinated computer training sessions for the NGO "Djerela." A total of 21 of the organization's members passed beginner level courses on Windows and the Internet, and learned how to post pages on their own web server.
- CAP lawyers participated in numerous conferences and roundtables on legal issues organized by UNDP, the International Renaissance Foundation, the World Bank and Pulse of Ukraine. Topics varied from discussion on the draft Law on Non-Business Corporations, joint efforts in the legal sphere, to philanthropy issues.
- Hugh Orozco and Oleg Semerik participated in coordination meetings with other donors for World AIDS Day on December 1.
- Oleg Semerik continued to participate in meetings of the US Theme Group on HIV/AIDS. This quarter, the group discussed the Ukrainian government's Strategic Plan of National Response to HIV/AIDS and worked on issues related to World AIDS Day.

- CAP, EU-Tacis, the International HIV/AIDS Alliance, and the Substance Abuse and HIV Prevention Charitable Fund sponsored an interactive theater performance dedicated to World AIDS Day.
- Lesia Zhuk, Youth Initiatives Advisor, attended a Youth NGO Leader's Forum in Sudak, conducted by UNFPA and UNICEF.
- Hugh Orozco attended a donor conference in Warsaw, Poland organized by the European Foundation Center.

VI. PROGRAM MANAGEMENT

A. OFFICE IMPROVEMENTS

No expansion or office renovation/upgrades were conducted this quarter.

B. STAFFING AND STAFF DEVELOPMENT

1. Staff Changes

- Iryna Beznosko, CAP Adviser, resigned in October.
- Courtney Brooks, CAP Senior Development Advisor, resigned in November.
- Yuri Dimitrov, CAP Lawyer, resigned in December to accept a position with UMREP.

2. General Staff Development

- In October and November, CAP staff attended a training course "OS Windows 95/98 for Intermediate Users," developed and implemented by IREX IATP.
- CAP staff Olena Yegorova and Serhiy Lesniak trained CAP staff on NGO Monitoring and Evaluation. Topics included: definitions of monitoring and evaluation; main principles of performance measurement; organizational development areas to be evaluated; adaptation of the institutional development framework tool for Ukrainian conditions; and tips for facilitating group discussions when assisting an NGO with self-assessment. Staff will develop a strategy for sharing the self-assessment tool with grantees.
- English Language lessons continued for CAP staff.

A. INTERNATIONAL PARTNERS

A brief partners meeting was held in Kyiv on October 16, prior to the start of the all-grantees conference. Present were Rose Barbella (Elwyn), Tom Brewster, Jane Kennedy, Robert Booth, Paul Thompson and Ann Moore (ARTS), Bram Bailey and James Varpness (SAWSO), Caroline Newman (ICNL), Joy Drachman, Victoria Yang, Hugh Orozco, Sarah Tweed, Vladimir Korzh, and Kate Reid (Counterpart). In addition to providing an update on their activities, Partners also

discussed their activity plans through March 2001.

VII. OBSTACLES TO IMPLEMENTATION

Obstacles to implementation included banking regulations for local currency accounts, which facilitate payment to local vendors who do not otherwise have hard-currency accounts; thus, there is no facility to implement wire-transfers in US dollars. Although CAP's registration and accreditation with the Ministry of Foreign Affairs lays the groundwork to support the opening of such a bank account, CAP must still apply for an official stamp -- a time consuming process.

VIII. LESSONS LEARNED

Because CAP's training sessions for youth and HIV/AIDS NGOs were instrumental in the creation of coalitions in these sectors, it is clear that training NGOs in the same sector prior to and following training trips abroad can be very valuable.

IX. PROGRAM CHANGES

There were no program changes this quarter.

X. COST SHARE AND LEVERAGING

Cost share activity for the quarter totaled \$562,288.84. The total cost share for the CAP program is now valued at \$5,018,028.88. (Please see *Attachment 3* for the detailed *Cost Share Report*)

XI. PROJECTED ACTIVITY

A. GENERAL CAP ACTIVITIES

- A ToT will be conducted for CCC and CAP Belarus trainers on Public Relations, with a special focus on election activities.
- CAP will begin trainings for NGOs on International Accounting Standards next quarter.
- The second CAP/CCC trainers' school will graduate a new class in the next quarter.

B. SECTOR-SPECIFIC ACTIVITIES

1. Youth Initiatives

Initially planned for this quarter, the CAP/Khmelnytskyi Youth League training on youth information centers will take place next quarter. Training will include information on using the Internet.

2. Drugs/Alcohol and HIV/AIDS Prevention and Treatment

In early February, CAP plans to conduct a follow-up training on “Club Work” for the association of NGOs whose services include the rehabilitation of drug users and HIV positive people.

A training on the *Psychology of Rehabilitation of People Living with HIV/AIDS and their Relatives* is planned for the All-Ukrainian Network of People Living with HIV/AIDS.

In March, *A Life with HIV/AIDS* training will be conducted for the All-Ukrainian Network of People Living with HIV/AIDS.

3. Children/Youth at Risk and Disabled

Three Elwyn trainings for the children at risk and disabled sectors are planned for the next quarter. Trainings planned are *Behavior Management and Counseling Techniques, Curriculum Development, and Alternative Programming*. Elwyn consultants will also conduct TA visits during this time.

A series of trainings on monitoring and evaluation is planned for the children at risk sector in the upcoming quarter.

4. Legal Services

Advanced training for NGO consultants will be held in early February. An interactive web-site for these consultants will also be developed.

A handbook on social contracting funded by local governments should be completed.

A brochure on best practices concerning rules of procedures in NGOs will be completed.

CAP’s lawyer will continue providing legal support for the Zaporizhzhya NGO currently involved in an arbitration case.

SECTION 2: BELARUS

I. EXECUTIVE SUMMARY

CAP activities in Belarus during the quarter were significantly affected by USAID's new focus on pre-election activities, with the specific aim of increasing civic participation. This strategy shift required a subsequent adjustment in the priorities and activities of USAID contractors, including CAP. In order to meet USAID's new objectives, CAP revised some of its planned activities to promote NGO involvement in the electoral process, particularly in regard to issue setting and community mobilization.

CAP also added a host of new activities targeting the electoral process, and began to work with new service providers with experience in electoral work. This shift was not difficult because of CAP's experience in assisting local NGOs in generating community and government participation in and support for their activities. By simply expanding its scope, CAP has put itself in a strong position to help develop an integrated third sector capable of activating communities and promoting priority issues to decision-makers.

The seventh quarter began with CAP's third annual all-grantees conference, introducing grantees to the power of media and information technology in advocating issues, meeting needs, and developing networks. Coalition building continued to be a focus especially in the areas of women's rights and cross-sector networking between NGOs and the media. Also of significance this quarter were CAP's efforts to promote greater NGO involvement in developing legislation affecting the rights of the third-sector as a whole, highlighting NGO achievements in advocacy, and identifying possibilities for joint NGO lobbying efforts.

II. PROGRAM PURPOSE

To develop and strengthen the capacity of indigenous NGOs to provide social services to vulnerable groups on a continuous and sustainable basis, and to actively and effectively advocate on behalf of the rights of their constituents.¹

III. SPECIFIC ACTIVITIES (BY OBJECTIVE)

OBJECTIVE 1: DEVELOP AND STRENGTHEN INDIGENOUS NGOS TO PROVIDE SOCIAL SERVICES

A. Trainings, Roundtables, and Workshops

Throughout the first two months of the reporting period, CAP trainings, roundtables, and workshops continued to focus primarily on organizational development and sector-specific

¹ The program purpose and objectives in this report reflect CAP's cooperative agreement with USAID, despite the program's current focus on the election. CAP has developed a new program purpose and objectives for its election programming that are included in the work plan it submitted for activities April-September, 2001.

issues. In December, however, CAP refocused its training program to lay the groundwork for NGO participation in the electoral process. In some cases, previously planned activities that did not include a specific focus on elections were adjusted to allow for discussions on the topic. In other cases, separate activities specifically targeting election issues were organized.

1. Organizational Development Training

CAP's training team conducted fourteen training sessions in all six regions of the country during the reporting period. 159 people from 91 NGOs participated in the trainings.

October Trainings

Region	Training Title/ Description	Total Participants	% of Participants who Learned New Skills	% that Plans to Apply New Skills
Gomel	<i>Basics of NGO Management:</i> Teaches NGOs the mechanisms for running successful community-based organizations responsive to community needs.	28	87%	76%
Mogilev	<i>Communication Skills:</i> Techniques for building and/or improving communications within and between NGOs and relevant target groups.	27	92%	72%
Brest	<i>PR for NGOs:</i> Builds public relations skills of NGOs, including target audience assessments, creative methods of advertising, and reporting on program impacts.	22	90%	75%
Minsk	<i>Strategic Planning:</i> A training/TA package organized at the request of one NGO seeking to enhance the skills of its core staff in developing strategic plans for a more organized system of program implementation.	13	100%	100%
Grodno	<i>Marketing for NGOs:</i> Helps NGOs improve the quality of social service provision through marketing. The training includes an analysis of client needs, strengths and weaknesses of competitors, and gaps in community services.	13	88%	69%

November Trainings

Region	Training Title/ Description	Total Participants	% of Participants That Learned New Skills	% That Plans to Apply New Skills
Vitebsk	<u>Human Resources</u> : Develops NGO skills in working effectively with staff and volunteers.	16	89%	91%
Gomel	<u>Project Design and Proposal Writing</u> : Helps NGOs create effective projects relevant to community needs and write proposals to fund them.	20	98%	55%
Grodno	<u>Building Strategic Relationships in Community</u> : Helps NGOs analyze different sectors within their communities, build relationships, and solicit support.	18	94%	83%
Brest	<u>Planning NGO Activities</u> : Increases skills of NGOs to develop activity plans, set goals, prepare budgets, and prioritize and evaluate impacts.	17	88%	82%
Vitebsk	<u>Volunteer Management</u> : Builds NGOs skills in recruiting, motivating, and effectively utilizing volunteer resources.	21	98%	96%

December Trainings

Region	Training Title/ Description	Total Participants	Learned New Skills	Plan to Apply New Skills
Gomel	<u>NGO Basics and Public Participation</u> : Helps NGOs work with communities, raise awareness of priority issues, and increase public involvement in advocating community concerns. Special attention given to NGOs involved in the electoral process and ways of helping them to publicize issues to the public and decision-makers.	19	95%	67%
Mogilev	<u>Effective Communication with Community</u> : Teaches NGOs effective ways of conducting outreach to raise issues to the community as a lead up to agenda-setting during the election period.	18	86%	68%

Minsk	<i>Planning NGO Activities:</i> Training/TA requested by one organization to assist with the development of more effective activity plans and programming. Special attention given to activities that might support issue-awareness during electoral period, and voter education.	16	100%	100%
Grodno	<i>Effective HR Development:</i> Strengthens ability of NGOs to develop staff and volunteers.	18	84%	83%
Vitebsk	<i>Coalition Building:</i> Introduces NGOs to principles of coalition building, including increasing motivation, ensuring effective action, and goal setting. Special attention given to the importance of building coalitions during election campaigns to publicize and advocate common community needs.	15	95%	67%

Expanding Services & Strengthening Links

CAP utilized election-related activities as a framework for its training modules. For example, in cases where participants were previously taught how to enhance their outreach and solicit support, they were shown how to apply these skills to educating the public and decision-makers on important campaign issues. CAP also opened up its training to many non-grantees involved in activities outside of social services. By incorporating election issues into organizational development trainings, CAP is helping NGOs use their skills effectively within the current political environment, without forsaking the continued development of a stable and effective third-sector in Belarus.

2. Sector Specific Training

In addition to revising current organizational development trainings to reflect election-related activities, CAP began to design training courses aimed at transferring skills related to direct NGO involvement in electoral work. To facilitate this process, CAP solicited the expertise of the Committee of Voters of Ukraine (CVU), which was directly involved in training and organizing NGOs during the 1999 Ukrainian presidential election.

NGO Activities During Election Campaigns, December 21: The training, the first of several CAP-sponsored trainings to be conducted by the Committee of Voters of Ukraine (CVU), focused on the role of NGOs and journalists in the election process and monitoring elections. Fifteen representatives from NGOs and the mass media learned about techniques used in the Ukrainian experience. In response to participants' requests for additional training, CAP will contract CVU to conduct monthly election-focused workshops on such topics as youth, legal education, and election-day public relations activities.

3. Roundtables

Advocacy: November 18

Seventeen representatives from eleven NGOs joined CAP's Minsk staff and representatives from ABA/CEELI at a roundtable on NGO advocacy. All NGOs were CAP grantees actively involved in advocacy and providing legal services in the Brest, Vitebsk, Grodno, and Minsk regions. The roundtable included discussions on current achievements and future possibilities for NGO advocacy in Belarus.

Some of the positive results that were highlighted include the appointment of NGO representatives to state-run decision-making committees, the provision of legal services for previously under-represented populations, and state approval for NGO-run health services. Almost all participants had a great deal of experience in civic education.

Efforts were also made to identify advocacy strategies for the electoral period. As social service NGOs, CAP grantees are in a very strong position to be effective during the pre-election period. First, they can promote free and fair elections without violating their mandates. Second, they already have extensive experience in identifying and advocating for issues, many of which are important campaign issues. In order to encourage the few NGO leaders that still perceive election-related activities synonymous with politics, rather than as a form of advocacy for community rights, CAP closed the roundtable with a brainstorming session to outline specific activities that could jump-start NGO involvement in the electoral process. The results were as follows:

- Special trainings for lawyers interested in promoting voter-education
- Inclusion of civic voter responsibilities in ongoing NGO trainings
- Preparation and dissemination of information on citizen (particularly youth and first-time voter) participation in elections
- Provision of consultations on electoral legislation

Third-Sector Advocacy Efforts

Intellect/Brest: Promotes legal education to empower youth and allow them to make informed and clear choices. Its legal team promotes and provides services to universities, dormitories and street clinics, and is supported by a local university.

Women's Independent Democratic Movement (WIDM)/Minsk: Opened the first Women's Center in Belarus and provides free-of-charge consultations, legal and psychological support, and hotline services to women suffering from domestic violence. WIDM has also trained police on domestic violence issues.

New Kastalia/Zhodino (Minsk Region): Provides youth leadership and civic education training to young people and has a peer program targeting youth "in-trouble" with the law. A local judge who hears many of the cases on delinquent youth now volunteers with the NGO to provide legal consultations to youth.

Hospice/Minsk: As a result of advocacy and legal efforts with government authorities, the NGO obtained the permission to open and operate a hospice. Its in-house legal advisor also provides legal consultations to other NGOs on registration issues and gives legal advice to families and others on housing and labor rights.

BelApdi/Minsk: Promotes rights of children invalids. Over 4,000 families are members, and they have 38 registered branches of "Belapdi" throughout Belarus. As a result of advocating for their clients' rights and creating a legal database, they now provide legal education, consultation and referral services to families, parents and other community members.

Doverie/Kobrin (Brest Region): Provides legal education on the basis of the Helsinki Committee to youth/children at risk and their families. Also provides consultations to a core group of 60 children from families with alcoholic or drug-addicted parents, and a volunteer peer-counseling program.

Family/Grodno: Provides legal education to promote civic awareness and civic responsibility/participation among client families, and runs a School of Leadership on civic education, a volunteer peer counseling program, and a crisis center for girls and teenage mothers.

- Active cooperation with mass media
- Constituency building (spreading the concept of democracy among clients and volunteers)
- Organization of trainings conducted by outside experts with experience in third-sector election activities
- Coalition building

CAP is following up on these suggestions by organizing trainings and events to address needs in coalition building, voter education, electoral law, NGO cooperation with the media, and other issues.

Draft Amendments on Civil Code and Draft Law on Humanitarian Activities: December 14-15

CAP, ICNL, and the Independent Society for Legal Research (ISLR), a local Belarusian NGO, organized two roundtables aimed at promoting NGO participation in legislative drafting. Forty participants attended, including NGO lawyers from Minsk, Grodno, and Brest, in addition to law school professors, drafters from the Ministries of Justice and the Economy, a representative from the National Center of Legislative Drafting, and a member of a working group developing similar laws in Russia.

The purpose of the roundtables was to increase the involvement and influence of NGOs in the development of drafts on one amendment to the current Civil Code and one new law on Humanitarian Activities. If passed in their current forms, both pieces of legislation could significantly restrict the activities of all NGOs in Belarus by requiring another process of re-registration (Civil Code) and placing stricter government control over all NGOs receiving foreign assistance (not only humanitarian).

The roundtable resulted in the formation of a working group of NGO lawyers that will develop recommendations for the Civil Code and alternatives to the current draft Law on Humanitarian Activity in preparation for the next parliamentary session in the spring.

NGOs in the Mirror of the Mass Media: December 19

In collaboration with IREX/ProMedia, CAP conducted a roundtable to address problems affecting cooperation between NGOs and the mass media, and discuss ways to increase cooperation between the two sectors during election campaigns. Eighteen NGOs and ten journalists participated in the roundtable, which assessed NGO and journalist's needs and similarities, and discussed the role media can play in assisting NGOs with lobbying and increasing civic participation. An interview role-play organized by Internews was also conducted to provide NGOs and journalists with a better understanding of positive interview techniques. The event was covered by independent television "Channel 8."

According to feedback on 18 participant questionnaires:

- All journalists considered NGO activities worthy of news coverage, due predominantly to their influence in communities, their lack of attention from state and society, and their role in promoting civic participation and democracy-building.

- All journalists and almost all NGOs recognized a role for the media in bringing the concerns of the third-sector and the communities they represent to the attention of the public and decision-makers.
- Most journalists expressed ideas on how they would highlight NGO issues during the election period. Ideas included interviews with officials about their views on specific issues of concern to NGOs and the communities they represent, increased contact with NGOs to obtain accurate information on community issues, coverage of community problems to promote lobbying, and articles on specific themes related to the third-sector.

A similar percentage of NGOs expressed an interest in using the media to publicize their activities during the election period. Ideas included channeling information through the media to attract the attention of candidates to community issues, publicizing the involvement of youth in the election, publicizing the importance of civic participation and democracy, and lobbying issues of concern to particular target groups, such as women.

4. Workshops

Financial Workshop: October 10: CAP's financial department conducted a workshop to introduce new grantees to financial reporting requirements and reinforce the knowledge of previous grantees experiencing difficulties with financial reporting procedures.

B. Technical Assistance

1. CAP Technical Assistance

Most of CAP's technical assistance this quarter related to program monitoring and financial consultations. Over 100 consultations were provided, including assistance with budget reallocations, financial and narrative reporting, and program implementation.

2. Sector-Specific Technical Assistance

- Social Enterprise and Women's Empowerment (SEWE): CAP's SEWE Advisor provided consultations to 4 NGOs on business planning and economic activities, and to one NGO on women's programs in the country.
- Law and Legislation: CAP's Legal Advisor provided 11 consultations to NGOs on tax and other legal regulations, including assistance with preparing a request to the state tax committee to make legislative changes on the VAT applied to humanitarian items distributed by local NGOs.

C. Seed Grants Program

1. CAP Seed Grants

No additional seed grants were awarded during the reporting period.

2. RFP Issuance

CAP received 28 proposals for the second CAP/Belarus health competition, which had a deadline of November 24. CAP's pre-screening committee approved 8 of the proposals on November 27, and CAP's Health Advisor recommended an additional 7 proposals for approval. Approved proposals encompassed the following activities: creation of an AIDS information website; TB prevention and education; support groups for HIV positive people; support for drug-addicts and their families; HIV/AIDS prevention; prevention of iodine deficiency; creation of a small university pharmacy; drug prevention.

Due to USAID's request to shift funds from health grants to election-focused activities, CAP forwarded the approved proposals to the Dutch Embassy in Warsaw, which has funded proposals forwarded by CAP in the past. Applicants are waiting to receive notice on funding.

D. NGO Exchanges

CAP funded one NGO exchange during the reporting period for CAP grantee *Association of Parents of Children with Cerebral Palsy*, whose staff attended a seminar on internet activities for NGOs working with invalids and the disabled. The seminar was hosted by the Odessa City Union of Invalids in Ukraine. Partners for Democratic Change also funded the participation of four young women representing Belarusian NGOs in a second women's leadership training in Slovakia.

OBJECTIVE 2: DEVELOP AND STRENGTHEN THE CAPACITY OF SOCIAL SERVICE NGOS TO ADVOCATE ON BEHALF OF AND FOR THE RIGHTS OF THEIR CONSTITUENTS

A. GENERAL CAP ACTIVITIES

All Grantees Conference - Ukraine, October 16-19: Over 40 current and former CAP/Belarus grantees joined their counterparts in Ukraine for CAP's third annual all-grantees conference. As mentioned in Section 1, the conference, entitled "Building Capacity through Information Technology and Media," gave NGOs an opportunity to understand how media and information technology can enhance their activities and advocacy campaigns. Discussion panels on such topics as "Media Strategies" and "Information Technology: Internet, Databases, and other Electronic Resources," were led by panelists from the EU, World Bank, USAID, and UNDP.

The conference also provided workshops led by the Salvation Army World Service Office (SAWSO), the British Council, IREX/Promedia, IREX IATP, Internews, and the Ukrainian Market Reform Education Program (UMREP) on various topics focusing on the use of media relations and information technology to enhance NGO services and advocacy.

Civil Society Development - Lithuania, December 12-13: In an effort to tap opportunities for cross-border activities and support the development of civil society in Belarus, CAP attended an international conference in Vilnius on cooperation between Lithuanian and Belarusian NGOs. The conference, which was organized by the Kaunas Municipal Training Center in Lithuania and

the Lev Sapejha Foundation in Minsk (a former CAP grantee), addressed the possibility for future cooperation between Belarus and Lithuania in order to solve community problems. Nineteen NGOs from Belarus, including former CAP grantees, and 15 NGOs from Lithuania attended. Participants discussed legal aspects of NGO work, as well as how NGOs from both countries can work together to build civil society. The conference initiated a discussion on creating a Council of Belarusian and Lithuanian NGOs, as well as ideas for joint projects. CAP made a presentation drawing attention to the upcoming elections and requested that efforts be made to include civic activism and election events into upcoming NGO activities. CAP is now working with the United States Baltic Foundation (USBF) to identify Lithuanian trainers to provide election-related training to Belarusian NGOs and non-registered initiative groups over the next few months.

B. SECTOR-SPECIFIC ACTIVITIES

Women - Minsk, October 13-14: CAP's Social Enterprise and Women's Empowerment Advisor represented CAP at a conference organized by the Women's Independent Democratic Movement (WIDM), a former CAP grantee. The conference, entitled "Europe XXI: Women and Politics," included representatives from over 35 local NGOs, 3 local political parties, and a number of international bodies (including the Head of the OSCE mission to Belarus) the Israeli Ambassador, the First Secretary of the US Embassy, Deputy of the Republic of Latvia Saeima, Chairperson of the Union of Women, CDU/Germany, and a representative of UNIFEM in Belarus. Leni Fisher, President of the Parliamentary Assembly of the Council of Europe also attended the event, which was covered by 17 newspapers as well as national radio and television stations.

The conference focused predominantly on women's leadership issues, including the role of women in decision-making, women and election campaigns, and the role of women's NGOs in promoting women to power positions. It highlighted women's contributions to politics and articulated the needs and interests of the women's movement. Results included the formulation of recommendations to be included in a National Program on Women, an agreement on the need to convene a National Women's Forum in October/November 2001, and a decision to form a coalition to promote and support a female candidate for president.

Youth Leadership - Minsk, November 3: CAP grantee *POST* is one of the first NGOs that works with juvenile delinquents in Belarus to support relationship-building between troubled youth and their parents. As part of its CAP-funded project aimed at rehabilitating criminal youth, *POST* conducted its final youth leadership seminar for 23 adolescent boys and girls at risk. Participants, who came from various communities throughout Belarus, were first introduced to the project through a police detention center in Minsk one year ago, and were chosen to participate in the final seminar based on their active participation in previous workshops and seminars. In an effort to ensure the continued rehabilitation of the youth, *POST* has begun to contact participants' parents. Due to the difficulties inherent in a number of families of juvenile offenders, these efforts are often time-consuming and frustrating. However, the process is essential for ensuring that the youth stay out of trouble.

Youth - Minsk, November 3: CAP presented its program to a roundtable for donors and people working to promote youth initiatives, as part of UNICEF's Children's Summit. In addition to sharing the experience of three years of work with the third-sector in Belarus, CAP presented various activities of immediate relevance to the registration of youth initiatives, including legal assistance on registration and consultations on accounting issues for groups trying to register. Participants discussed a number of constraints affecting their work including: a lack of information about donors, a lack of proposal writing experience among newly registered NGOs, a lack of support from local businesses because of a discouraging legal environment, and a lack of state support for youth initiatives.

Women - Grodno, November 3-5: In conjunction with the local NGO "The Third Sector" and initiative "Women's Concord," CAP sponsored a conference in Grodno to bring together women's NGOs, initiative groups, scientists, and artists, to discuss the needs and opportunities for women's participation in civic life. The conference, entitled "Women's Role in Belarus Society," attracted 50 individuals from Grodno, Mosty, Smorgon, Novogrudok, Polotsk, and Minsk, 20 more than originally planned.

The conference included speeches from organizers of women's programs throughout Belarus, as well as working groups to assess the needs of the women's movement in the country. Discussions also focused on areas of high priority and ways to generate women's civic participation. The conference produced a strategy paper and a decision to follow-up in 6-months to discuss steps taken, and necessary changes and amendments.

Recommendations from the conference included the following:

- Development of Women's Movement: Need for favorable legislation on NGO registration and programming; consolidation of existing NGOs; creation of a mechanism for exchanging information and experiences; training courses to raise women's self-respect, self-realization, leadership, and computer skills; cooperation with local authorities and the business community, scientists, and journalists; Internet access and equipment.
- Priorities: General public education; women and children's health; alcohol and drug abuse; AIDS prevention; economic empowerment.
- Actions: Cooperation in developing programs and actions; organization of joint events; information exchange on activities; establishment of contacts with mass media to improve the image of the third sector.

Women - Minsk, November 21: CAP's Social Enterprise and Women's Empowerment Advisor presented the CAP program at a workshop organized by the Belarusian Women's League on women's participation in civil society and information dissemination. CAP informed participants of CAP's program in women's empowerment and upcoming activities aimed at increasing women's involvement in civil society, business, and politics.

HIV/AIDS - Minsk, November 25: CAP Health Advisor represented CAP on a morning television talk show organized by UNAIDS as a lead-up to World AIDS Day on December 1.

The program, which included donor agencies, NGOs (including CAP grantees), people infected by HIV, and representatives from the Belarusian Ministry of Health, aimed to discuss the HIV/AIDS problem in Belarus, dispel myths, and discuss various activities in the country working to address the problem.

Women - Minsk, November 29-30: CAP SEWE Advisor participated in a workshop organized by Heartland International, a Chicago-based group trying to identify women-focused NGOs for future trainings and network development. The workshop, entitled "Women's Leadership in Belarus," brought together a number of women-focused NGOs interested in forming a solid network around leadership initiatives. CAP presented its program, including future activities in the area of women's leadership.

Environment - Vitebsk, December 19: CAP's Environmental Advisor organized a regional roundtable for 10 NGO environmental activists and university officials. The roundtable, which took place at Vitebsk State University, addressed contemporary environmental issues, fundraising techniques and opportunities in the environmental field, Internet resources, and the Green Movement in Belarus. Special attention was also given to CAP's environmental program, and the prospect of participation of environmental NGOs and activists in the upcoming electoral campaign.

Rehabilitation of Children at Risk - Minsk, December 20th: CAP grantee "Zvestavanne" organized a seminar to discuss the need for more rehabilitation programs for children in trouble with the law. About 30 people were present at the meeting, including directors of the three correctional facilities for youth in Belarus, psychologists, teachers, a police officer, and a representative of the state program on youth. The seminar highlighted the importance of rehabilitation services for youth, methods of identifying troubled youth at an early age, and working with youth to prevent risky behavior. The need for more government funds to support the expansion of youth rehabilitation services was also discussed.

IV. PROGRAM IMPACTS

A. NGO Development Indicators

Below are highlights from areas in which CAP grantees showed improvement during the reporting period, as measured by CAP's Monitoring and Evaluation Questionnaire. (For a complete list, please see *Attachment 2, Performance Indicators, Belarus.*)

- 36% of NGOs, compared to a baseline of 27%, improved their understanding of the difference between oversight and management, have a Board that provides policy direction or oversight and is composed of committed members who represent the stakeholder interests.
- 55% of NGOs, compared to a baseline of 37%, have written a strategic plan for 2 or more years that is based on the NGO's mission statement, includes input from NGO members and stakeholders, and is specific enough to permit accurate budgeting.

- 62% of NGOs, compared to a baseline of 49%, generate income from more than one source (membership fees, community charitable contribution, funding from local business and/or government, international donors), use volunteers, and have fundraising plans that are actively implemented.

B. Success Stories

Belarusian YWCA - Smorgon (Grodno region): The *BYWCA/Smorgon*, a branch of the national Minsk-based organization, is implementing a CAP-funded project in reproductive health for adolescent girls. As a direct result of the skills acquired in the CAP trainings that NGO members have attended, the quality of the NGO's own training program has improved so much that the number of participants has increased dramatically. CAP's organizational development trainings have also enabled the NGO to increase its effectiveness by restructuring itself. The NGO created various internal committees, such as an Organizational Committee, a Public Relations Committee, and a Committee on Project Realization and Fundraising. The national office of the BYWCA plans to adopt this structure within all of its branches.

POST - Minsk: Throughout the past year, *POST* has advocated for the rights of marginalized youth in trouble with the authorities, provided training in conflict resolution, communication, and leadership to youth, and developed and disseminated a civic education manual for its trainers. They have also facilitated communication between the police and youth-at-risk in order to raise police awareness about youth/children's rights. *POST's* advocacy efforts were a factor in getting the director of *POST* appointed to the State Committee on Youth Services.

Zvestavanne - Minsk: The NGO provides legal education to promote children's rights to members of the local militia, prison authorities, teachers, and other local government and detention center officials in Minsk, Mogilev, and Petrikov (Grodno). As a result of the NGO's outreach efforts to the state structures tasked to "deal" with juvenile offenders, two members of the NGO are now members of the Minsk District Committee on Juvenile Affairs.

Health to Children - Minsk: The NGO works with children, parents, and the broader community to provide education and prevention assistance regarding TB. Due to the NGO's advocacy skills acquired at CAP's trainings, it has successfully lobbied the Ministry of Health to require testing for TB prior to transfusions, free of charge. The NGO has also provided the Ministry of Health with proposals to adopt a nation-wide policy on TB.

V. COORDINATION AND COOPERATION

- USAID, October 5: CAP attended a meeting with USAID to brief USAID's incoming director on CAP's program and its impact on civil society development in Belarus. Also discussed were new developments in the Embassy, namely, the arrival of new Embassy staff and possible effects on USAID programming.
- IREX/ProMedia, November 1: CAP met with IREX/ProMedia to discuss its upcoming roundtable for NGOs and journalists on December 19.

- US Embassy, November 8: CAP attended the USA Election breakfast, organized by the US Embassy to honor the presidential elections. The breakfast took place at the Belarus Hotel. Attendees included the new US Ambassador, the first Secretary, USAID, and USAID contractors.
- ABA/CEELI, November 14: CAP participated in ABA/CEELI's roundtable on Democracy/Rule of Law, which discussed donor initiatives in legal education, youth, and election-related activities. Representatives of USAID, IREX, UNHCR, OSCE and a number of other international donor organizations and Embassy representatives attended. CAP presented its program activities in the area of legal education and youth.
- US Embassy, November 15: CAP attended a meeting with new US Ambassador Michael Kozak, the Deputy Chief of Mission, USAID, USAID contractors and the Public Affairs Office. The Ambassador briefed the group on the change in US policy objectives concerning Belarus, namely, a focus on the upcoming presidential elections. He recommended that USAID contractors review their programs with the upcoming election in mind and support impact-driven short-term goals that would support US objectives in Belarus, while reaching long-term goals. Also highlighted were the lack of coalition building among NGOs, political parties and trade unions in Belarus, and the importance of building coalitions to influence the policy of the Belarusian Government.
- Meliukontakt Oost-Europa, November 20: Susan Bakker of the environmental organization Meliukontakt Oost-Europa discussed potential cooperation with CAP.
- Internews, November 21: CAP and Alexander Parfentsov, Internews/Belarus Managing Director, and Internews/Ukraine agreed that local TV stations in contact with Internews would help BANT, a CAP grantee, produce its last film for its CAP grant by encouraging local TV representatives to suggest persons and topics for the film. BANT was also encouraged to use spots and materials made by the Internews program. CAP and Internews expressed mutual interest in cooperating to produce and broadcast a talk show focusing on young voter awareness. Internews also expressed interest in participating in the CAP/IREX ProMedia roundtable on NGO relations with the media in December.
- Winrock International, November 23-24: CAP participated in Winrock International's first training of trainers session for trainers on women's entrepreneurship in an effort to learn about other types of business development trainings taking place in Belarus and highlight areas for future cooperation.
- Dutch Embassy/Warsaw, November 28: CAP met with representatives from the Dutch Embassy, Warsaw, to discuss how CAP can help the Embassy, which has no representative in Belarus, identify viable NGO proposals for funding.
- EU/TACIS, November 30: CAP participated in a proposal review board organized by TACIS to select proposals for its NGO grants program.

- USAID, December 1: CAP participated in a meeting organized by USAID to discuss the potential role of the third-sector in the upcoming election. Representatives from ACDI/VOCA/Winrock's program also attended, as did representatives from USAID/Kyiv, Freedom House, and ABA/CEELI. The meeting was a brainstorming session on how USAID contractors could involve NGOs in the election process, with an emphasis on short-term/quick-impact activities that would not uproot long-term development goals. Suggestions for third-sector activities included: agenda setting (highlighting priority issues), voter turnout, access to information, voter education, coalition building, legal advocacy, and media monitoring.
- USAID, December 7: CAP discussed upcoming activities with USAID, the Ambassador, and the Deputy Chief of Mission. It was suggested that CAP take advantage of the fact that politicians/parties are writing platforms and can be influenced by NGO activities/advocacy. It was also suggested that both sides be invited to debates and roundtables to defend their stance on certain issues. USAID requested a workplan for CAP activities March through September, which Counterpart submitted to USAID in December 2000.
- UNAIDS, December 15: CAP attended the UNAIDS Theme Group meeting to discuss the status of the national strategy on AIDS and a parallel strategic plan being developed by representatives of local and international NGOs, government representatives, and the private sector. Representatives of IFRC, CCF, UNICEF, and WHO were also present. The National Strategy, which will cover the period of 2001 – 2005, will likely be finalized by January. The one or two-year strategic plan, which is expected in February, covers more specific areas, among them youth, intravenous drug users, people living with HIV/AIDS, and prisoners. It is hoped that some of the components of the strategic plan will be incorporated into the national strategy. The plan is now being passed through relevant Ministries and should be revised and approved in the near future. UNAIDS has requested the assistance of international organizations in revising the plan.
- ABA/CEELI, December 19: CAP met with ABA/CEELI to learn about the organization's election-related events and discuss potential collaboration. CEELI plans to support a lawyers seminar run by the Free Trade Unions (FTU), the Belarusian Association of Working Women (BAWW), OSCE, and the Council for Democratic Change on election law and the role of lawyers in different stages of the election process. The BAWW and FTU will also organize a series of seminars in late January to introduce election law to the general public. CEELI suggested that CAP encourage its partners to attend the seminars, and provided the names of two election law specialists for use in CAP NGO trainings. The need for training in lobbying techniques was also highlighted, and CAP and CEELI will discuss the possibility of doing so jointly.
- OSCE, December 20: CAP met with OSCE to discuss cooperation during the election period. OSCE plans to organize about 7,000 polling stations throughout the country and train 14,000 to 21,000 observers. They will start the process in early February, including legal training and training on observing and registering voters. CAP will provide listings of local NGOs to contact for participation. OSCE is also involved with a "get out the vote" project, which will train people in regions on the voting process, including registering to vote. OSCE provided

CAP with a list of all parties in the country, and will be organizing a meeting between donors and government officials to discuss the rules and regulations of election-related activities.

VI. PROGRAM MANAGEMENT

A. OFFICE IMPROVEMENTS

No changes to the office were made during the reporting period.

B. STAFFING AND STAFF DEVELOPMENT

1. Staff Changes

No staffing changes were made during the reporting period.

2. Sector-Specific Staff Development

No specific trainings for staff were conducted during the reporting period.

VII. OBSTACLES TO IMPLEMENTATION

The change in USAID strategy to election-focused programming resulted in the early termination of CAP's pilot health program, which was expected to fund about seven new proposals. Another obstacle to implementation involved a somewhat tactical response by the Belarusian government to counteract the activities of international organizations seeking to become involved in election-related activities, and of local NGOs and institutions with international contacts.

During the second half of December, frequent newscasts accused a number of international organizations, among them Counterpart, of conducting activities against the state, which was viewed as supporting opposition forces under the guise of humanitarian assistance. In an effort to create a climate of fear, information was stolen from the computers of some NGOs and research institutions receiving foreign funds, and, in one case, a CAP grantee was interrogated by her employer and threatened with dismissal for working on election-related activities. Also, Counterpart and all USAID contractors were also contacted by the Ministry of Foreign Affairs to provide more specific information on activities and grantees.

VIII. LESSONS LEARNED

As CAP began to revise its activities to allow for a more election-focused agenda, it became clear that a number of influential players in the field continue to disregard the powerful role that social service NGOs can play in political campaigns, especially in regard to agenda setting. Because social service NGOs, including a number of CAP grantees, have direct experience in representing, addressing, and advocating the needs of communities, they are closest to the most

heart-felt concerns of the Belarusian population. And it is from these concerns that issues -- the driving force behind any democratic election and what provide the public with a genuine reason to vote -- emerge.

In a country like Belarus, where the population has historically focused on the personalities of leaders rather than the issues they support, this direct link is not always immediately visible. With this in mind, CAP is helping its grantees understand and take advantage of the valuable role they play in agenda setting. At the same time, CAP is trying to help donor agencies recognize the impact that social service NGOs can have on the development of genuine, issue-based, platforms. CAP activity plans for the coming months will reflect a commitment towards bringing this reality to light.

IX. PROGRAM CHANGES

The greatest program change this quarter revolved around USAID's redefinition of short-term program goals within the context of upcoming elections. As previously discussed, this has required a shift in CAP activities in some areas, and an alteration of activities in others.

X. COST SHARE AND LEVERAGING

Cost share activity for the quarter totaled \$562,288.84. The total cost share for the CAP program is now valued at \$5,018,028.88. (Please see *Attachment 3* for a detailed *Cost Share Report*)

XI. CAP PROJECTED ACTIVITY

Over the next few months, CAP plans to sponsor the following activities:

January

- Rural Women's Leadership Trainings: Two one-day trainings to educate women living in remote areas on opportunities for women's participation and leadership in civic activism.
- Working with Youth During Election Campaigns: One-day training to teach NGOs how to identify youth issues and attract and work with youth during elections through, for example, volunteer recruitment and creative use of the Internet.
- Team Building -- Involving Public in Civic Activism: Two one-day trainings to teach NGOs how to mobilize community activists to organize teams that can promote pressing community issues and implement election activities. (One training for youth NGOs specifically)
- Electoral Law -- Third-sector Participation in the Political Process: One-day training to introduce NGO lawyers to laws governing NGO participation in the political process and methods of protecting their rights in an effort to prevent the harassment and/or closure of NGOs active in election-related activities.

- Regional Roundtables: Two one-day roundtables to unite regional representatives, including NGOs, community leaders, and students in identifying common regional priorities that require attention from decision-makers (participants will come with priorities already outlined, based on discussions with target groups in their communities).
- Mass Media and Public Advocacy Campaigns: A one-day follow-up training to the December CAP/IREX roundtable for journalists and NGOs to provide skills in creating and running public advocacy campaigns through the mass media.

February

- Regional Roundtables: One-day roundtable to unite regional representatives, including NGOs, community leaders, and students, in identifying common regional priorities requiring attention from decision-makers (participants will come with priorities already outlined, based on discussions with target groups in their communities). Participants will work together to identify ways to raise public awareness around priority issues and bring the issues to the attention of local, regional, and/or national authorities and political party leaders.
- NGO Workshops on Youth Civic Participation: One-day workshop to introduce youth to the concept of civic participation and opportunities for activism in Belarus. Topics include voter rights and responsibilities, involvement in election activities, and educated decision-making.
- NGO Community Meeting: One-day meeting with specific target groups (i.e. entrepreneurs, elderly, students) to identify common priorities that require attention from decision-makers and highlight voter rights and responsibilities, as well as the importance of voting. Participants will identify ways to raise public awareness around priorities and bring issues to the attention of authorities and political party leaders.
- Rural Women's Leadership Trainings: One-day training to educate women living in remote areas on various opportunities for women's participation and leadership in civil society. The training will help women identify community priorities and ways that they can address them, particularly in regard to the upcoming election.
- Legal Training: Protecting NGOs From State Harassment: One-day training to educate NGOs on their rights concerning state regulations on taxes, payments, and other issues often used as excuses to silence/close operations not favored by the State. The training will take place in the Gomel region, where there are reports of interference by local authorities.
- NGO Training: Building Coalitions/Associations: One-day training to assist NGOs in developing coalitions to advocate third sector priorities during the pre-election period.
- Conference: Women and Civic Participation: A two-day follow-up to CAP's November women's conference, which focused predominantly on Grodno, this conference will include representatives of NGOs and others working on women's issues throughout Belarus. The conference will highlight opportunities for women's civic participation, particularly during the electoral period, and ways of ensuring that women's issues are heard by national

decision-makers. To facilitate this process, the conference also aims to develop a common list of women-based priorities to be targeted during the pre-election period.

- Training: Work with Mass Media During Elections: One-day training to teach NGOs how to write election-related press releases, information bulletins, organize hotlines and press-centers on election day, organize internet activities during the election, and monitor mass-media for impartiality.

March

- NGO Workshops on Civic Participation of Youth: One-day workshop to introduce youth to the concept of civic participation and opportunities to become active, including involvement in election activities, voting, and making educated decisions.
- Training: Lobbying and Advocacy: One-day training to teach NGOs and community groups the principles of planning an issue campaign, how to identify target groups and allies, and methods of issue-related lobbying and advocacy.
- NGO Conference: Three-day conference to bring together all current and former grantees, as well as NGOs from neighboring countries and local journalists, to discuss activities, share experiences, and highlight successes and needs. NGOs will work with each other, per sector, on priority-setting and implementing pre- and post-electoral activities aimed at raising public awareness about the needs of their target groups. Topics will include a discussion on “best practices” of NGO involvement in the political process in neighboring countries, and ways of replicating these activities in Belarus.
- NGO Community Meeting: One-day meeting with specific target groups (i.e. entrepreneurs, elderly, students) to identify common priorities that require attention from decision-makers and highlight the importance of voting, including voter rights and responsibilities. Participants will identify ways to raise public awareness of important issues and lobby local, regional, and/or national authorities and political party leaders.
- Regional Roundtables: One-day roundtable to unite regional representatives, including NGOs, community leaders, and students in identifying common regional priorities that require attention from decision-makers at the national level (participants will come with priorities already outlined, based on discussions with target groups in their communities). Participants will identify ways of conducting public outreach and advocating to local, regional, and/or national authorities.
- Women’s Initiative Fair: Two-day fair to bring together women active in business and civil society to discuss cooperation, methods of lobbying women’s issues at the national level, and future activities to strengthen women’s ability to initiate change. The Fair will include 4 roundtables on the following topics: Legal Issues, Cooperation between Businesses and NGOs, Women’s Participation in the Electoral Campaign, and Lobbying of Women’s Interests. The Fair will be organized with Winrock International.

Notes

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ATTACHMENT 1

CAP Grant Awards

Attachment 1. Table 1: CAP Grant Awards, Ukraine.

	7th quarter				CAP Extension Cumulative results March 1999 - December 2000				Cumulative Results 1997-2000			
	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount
Total Grants Awarded	32	32	\$237,009		168	137	\$1,574,892		290	179	\$2,863,294	
Social Service Grants	5		\$21,287	9%	94		\$854,506		186		\$1,930,347	73%
Children / Youth Sector	3		\$12,992	5%	51		\$454,643		94		\$931,368	35%
Including Youth Initiatives in Social Service					8		\$60,477		8		\$60,477	2%
Including Children-at-Risk	2		\$7,992	3%	28		\$275,498		26		\$275,498	10%
Including Disabled Children	1		\$5,000	2%	15		\$118,669		14		\$118,669	4%
Substance Abuse and AIDS Prevention	1		\$3,400	1%	17		\$145,846		21		\$198,356	7%
Disabled People Support Sector	1		\$4,895	2%	17		\$164,362		40		\$439,947	17%
Elderly People Support Sector					8		\$81,656		24		\$312,697	12%
Other Sectors Social Service Grants					1		\$7,999		7		\$47,979	2%
Democracy and Public Policy Grants	27		\$215,722	91%	73		\$720,386		71		\$932,947	27%
Young Voter's Awareness					12		\$135,829		12		\$135,829	5%
Youth Leadership and Initiatives in Community Development	27		\$215,722	91%	48		\$444,354		21		\$444,354	9%
Other Democracy and Public Policy Grants					14		\$140,203		39		\$352,764	13%

Attachment 1. Table 2: CAP Grant Awards, Belarus.

	7 th Quarter				CAP Extension Cumulative results				Cumulative results 1997-2000			
	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount	Quantity of Grants	Quantity of Grantees	Amount Awarded	% of total Grants Amount
Total Grants Awarded					47	46	\$405,434		77	60	\$749,635	
Social Service Grants					27	26	\$283,868	70.02%	52	36	\$558,741	74.57%
Children / Youth Sector					20		\$214,326	52.86%	37		\$404,613	54.00%
Including Children-at-Risk					10		\$118,059	29.12%	16		\$183,099	24.44%
Including Disabled Children					5		\$45,219	11.15%	15		\$155,466	20.75%
Including Cross-Generation Programs					1		\$12,202	3.01%	1		\$12,202	1.63%
Including Disabled Youth					4		\$38,846	9.58%	5		\$53,846	7.19%
Substance Abuse and AIDS Prevention Sector					6		\$57,288	14.13%	10		\$82,260	10.98%
Including Drug/Alcohol and HIV Prevention in Youth environment					3		\$31,166	7.69%	7		\$56,138	7.49%
Disabled People Support Sector												
Elderly People Support Sector					1		\$12,254	3.02%	5		\$71,868	9.59%
Other Social Services												
Broad NGO Support Grants					11		\$46,942	11.58%	16	15	\$115,912	15.47%
Resource Centers					11		\$46,942	11.58%	11		\$46,942	6.27%
Other Broad NGO Support Grants									5		\$68,970	
Environment Protection Pilot Program					5		\$41,640	10.27%	5	5	\$41,640	5.56%
Health Protection Pilot Program					4		\$32,984	8.14%	4	4	\$33,342	4.40%

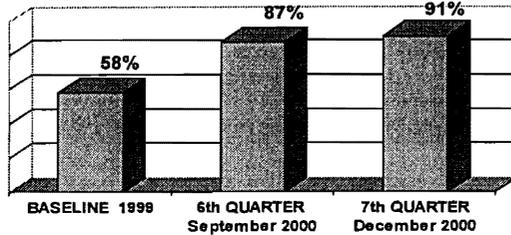
No new grants were awarded this quarter.

ATTACHMENT 2

Performance Measurement Indicators

Attachment 2.1. Performance Measurement Indicators. UKRAINE.

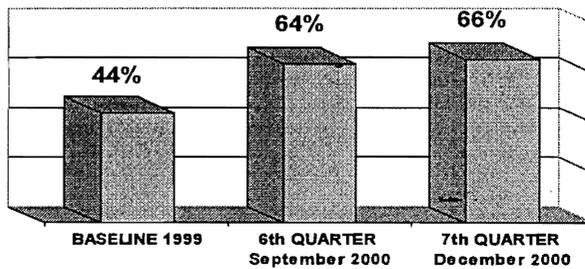
NGOs with Clear Understanding of the Mission



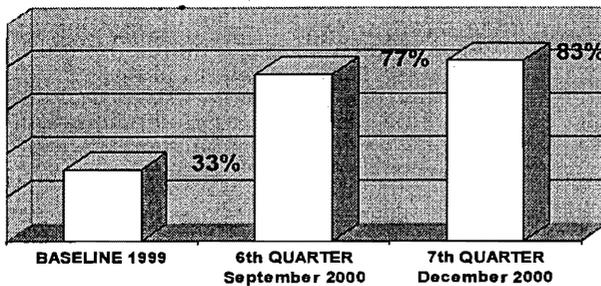
Criteria: NGO has clearly defined mission statement; mission is understood by all NGO members, stakeholders; NGO strategies are realistic and aligned with mission.

NGOs with Functioning Board

Criteria: NGO understands the difference between oversight and management; NGO has Board that provides policy direction or oversight; Board is composed of committed members who represent the varied interests of the stakeholders; mechanisms are in place to obtain the appropriate input from stakeholders.



NGOs with Strategic Management Plan

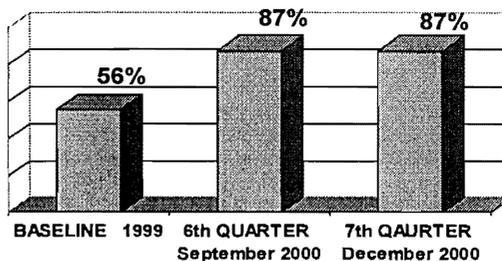


Criteria: NGO has written a strategic plan (for 2 or more years); strategic plan is based on NGO mission statement; includes input from NGO members and stakeholders and specific enough to permit accurate budgeting.

Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 108 in 22 regions of Ukraine

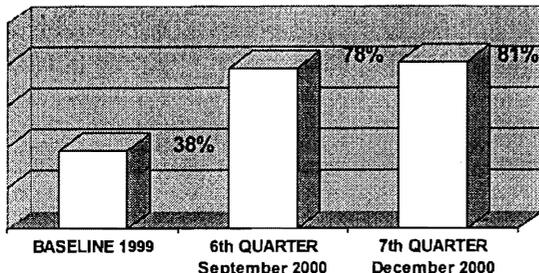
NGOs with Diversified Resource Base

Criteria: NGO generates income from more then one source (membership fees, community charitable contribution, funding from local business and/or government, international donors), uses volunteers' support, has fundraising plan, which is actively implemented.



Attachment 2.1. Performance Measurement Indicators. UKRAINE.

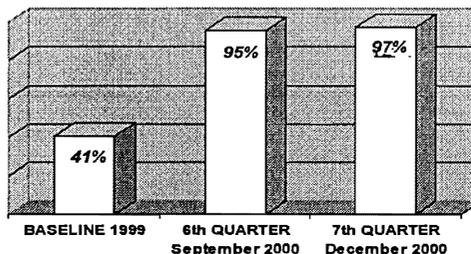
NGOs with Satisfactory Financial Management



Criteria: NGO is accurate with CAP Grant Financial Reports, is in full compliance with local requirements, has active corporate bank account, NGO has annual budget which is implemented.

NGOs with Sufficient Infrastructure

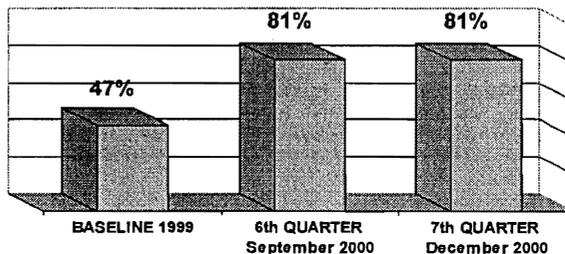
Criteria: NGO has sufficient office space (own or long-term agreement), own computer equipment, other assets which are adequate for program implementation.



Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 108 in 22 regions of Ukraine

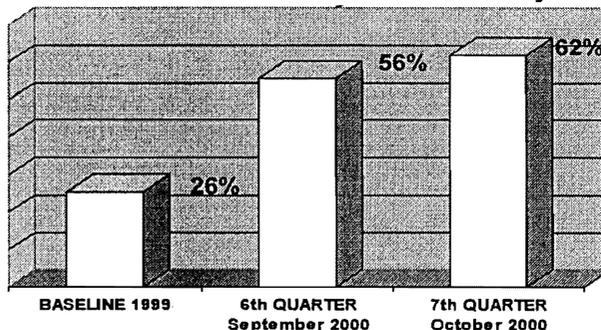
NGOs with Satisfactory Human Resource Management

Criteria: adequate number of staff to carry out NGO mission; all positions have job descriptions; job descriptions are respected; NGO has full-time employees (i.e.: labor books are present in NGO).



NGOs with Functional M&E System

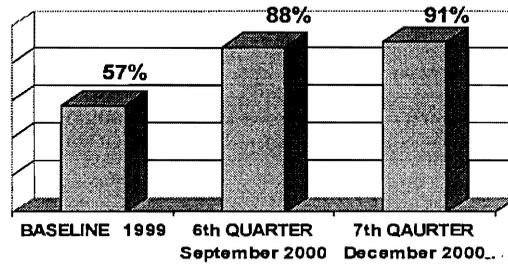
Criteria: Program Design includes monitoring and evaluation, data collection and data analysis systems are available, M&E is conducted on a regular basis, NGO has systematic approach to feedback collection.



Attachment 2.1. Performance Measurement Indicators. UKRAINE.

NGOs with Positive Public Image

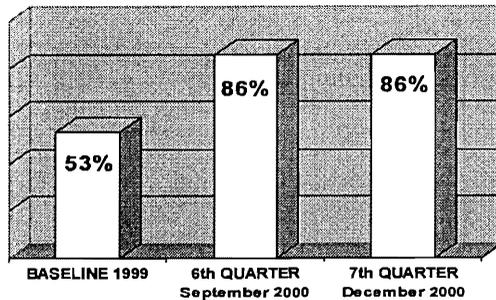
Criteria: NGO has positive feedback from beneficiaries, stakeholders, business structures and NGO-partners; positive image of NGO is presented in mass-media (media releases are available).



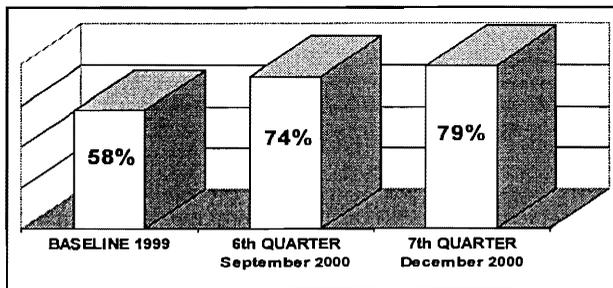
Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 108 in 22 regions of Ukraine

NGO Capacity

NGOs with Developed Advocacy Skills

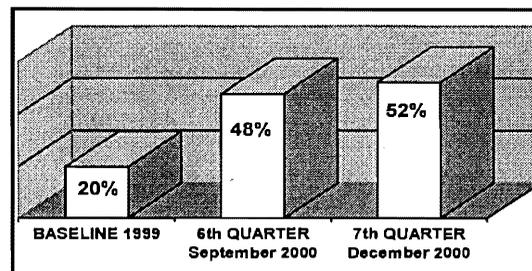


Criteria: NGO participates in advocacy trainings, formal and informal mechanisms for cooperation with policy makers are developed, NGO recognizes coalitions /networks as effective advocacy tools.



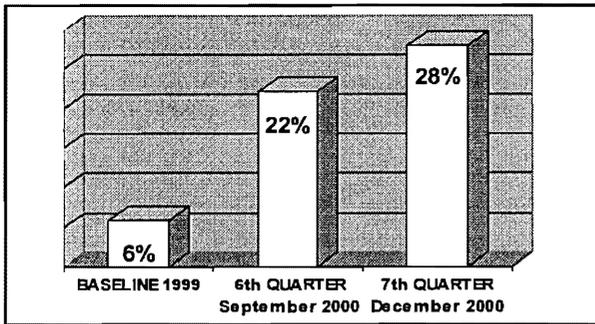
NGOs forward constituent rights issues to credible agents of government on a frequent basis.

Credible agents of government speak out in favour of constituent rights forwarded by NGO



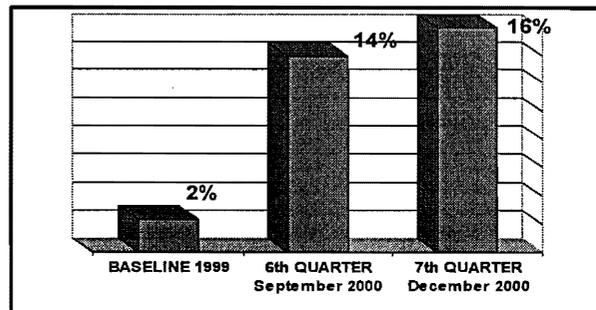
Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 108 in 2 regions of Ukraine

Attachment 2.1. Performance Measurement Indicators. UKRAINE.



NGO is requested by decision makers and implementors in government to participate in policy dialogue on constituents' rights.

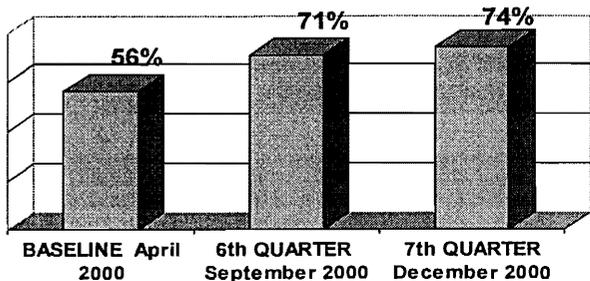
NGO and government agents participate together in decision making



Unit of measure: per cent of selected NGO
Total selected NGO for this quarter assesment - 108 in 22 regions of Ukraine

Attachment 2.1. Performance Measurement Indicators. BELARUS.

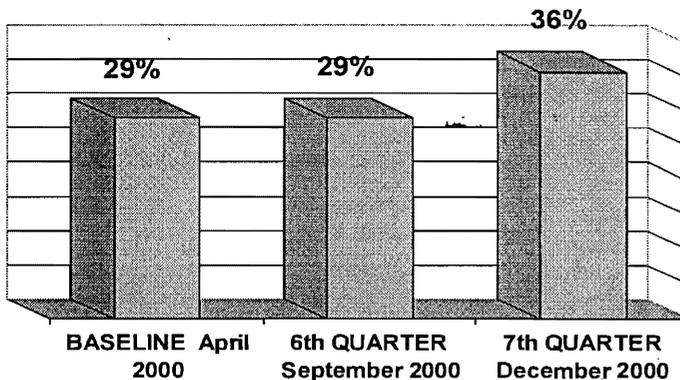
NGOs with Clear Understanding of the Mission



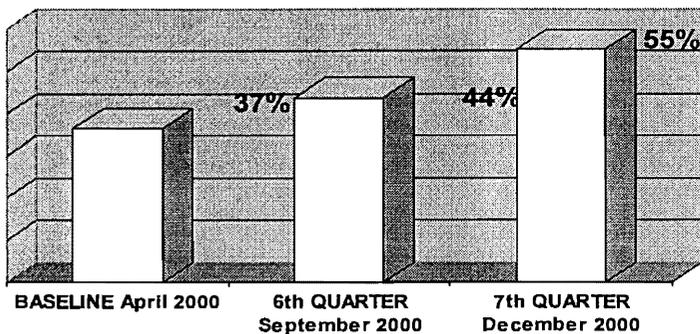
Criteria: NGO has clearly defined mission, mission is understood by all NGO members, stakeholders, NGO strategies are realistic and aligned with mission.

NGOs with Functioning Board

Criteria: NGO understands the difference between oversight and management; NGO has Board that provides policy direction or oversight; the Board is composed of committed members who represent the varied interests of the stakeholders, mechanisms are in place to obtain the appropriate input from stakeholders.



NGOs with Strategic Management Plan



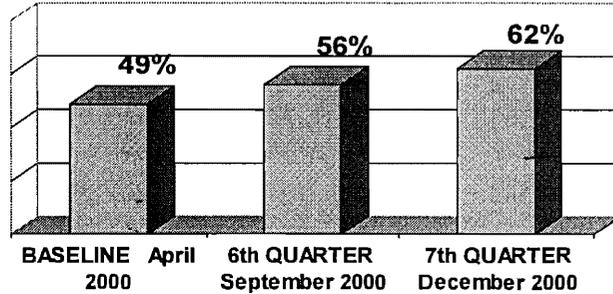
Criteria: NGO has written strategic plan (for 2 or more years); strategic plan is based on NGO's mission statement which, includes input from NGO members and stakeholders and specific enough to permit accurate budgeting.

Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 42 NGOs in 5 regions of Belarus

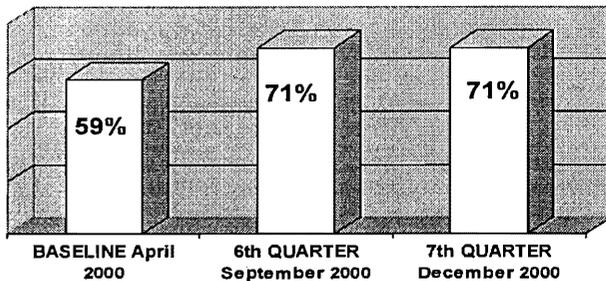
Attachment 2.1. Performance Measurement Indicators. BELARUS.

NGOs with Diversified Resource Base

Criteria: NGO generates income from more than one source (membership fees, community charitable contribution, funding from local business and/or government, international donors), uses volunteers, has fundraising plan, which is actively implemented.



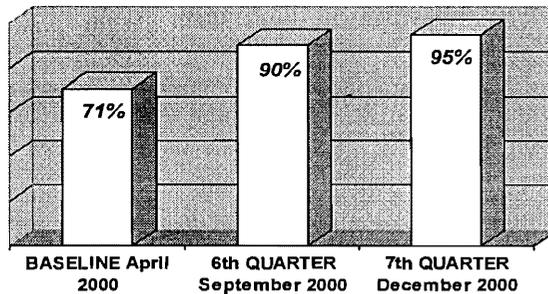
NGOs with Satisfactory Financial Management



Criteria: NGO has accurate CAP Grant Financial Reports and is in full compliance with local requirements, has active corporate bank account; NGO has annual budget which is implemented.

NGOs with Sufficient Infrastructure

Criteria: NGO has sufficient office space (own or long-term agreement), own computer equipment, other assets which are adequate for program implementation.

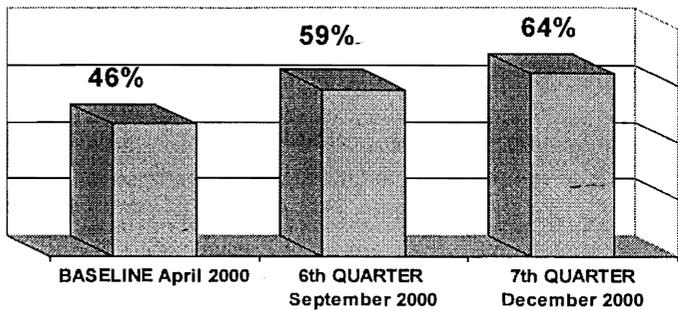


Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 42 NGOs in 5 regions of Belarus

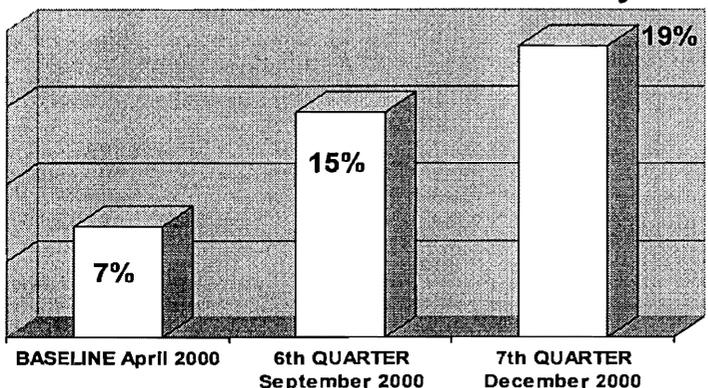
Attachment 2.1. Performance Measurement Indicators. BELARUS.

NGOs with Satisfactory Human Resource Management

Criteria: adequate number of staff to carry out NGO mission, all positions have job descriptions, job descriptions are respected, NGO has full-time employees (i.e.: labor books are present in NGO).



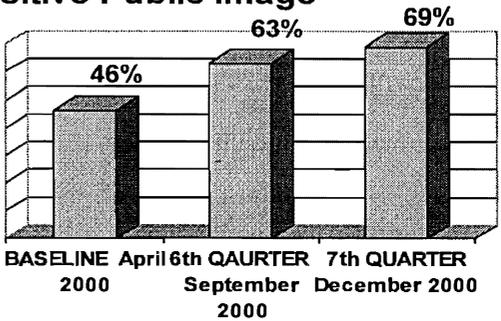
NGOs with Functional M&E System



Criteria: Program design includes monitoring and evaluation; data collection and data analysis systems are available; M&E is conducted on a regular basis; NGO has systematic approach to feedback collection.

NGOs with Positive Public Image

Criteria: NGO has positive feedback from beneficiaries, stakeholders, business structures and NGO-partners; positive image of NGO is presented in mass-media (media releases are available)

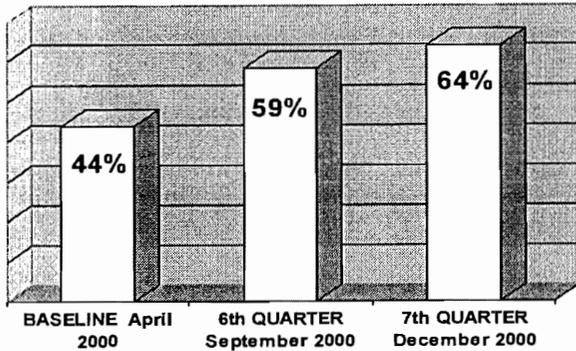


Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 42 NGOs in 5 regions of Belarus

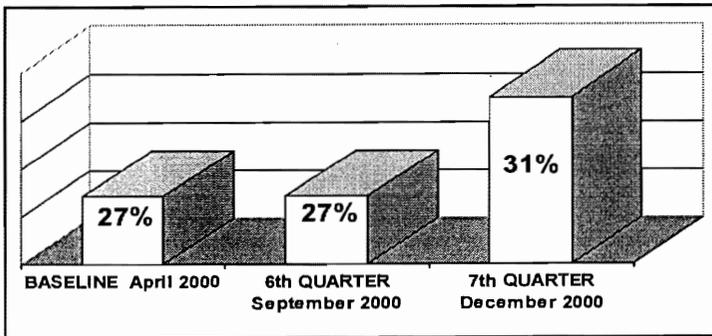
Attachment 2.1. Performance Measurement Indicators. BELARUS.

NGO Capacity

NGOs with Developed Advocacy Skills

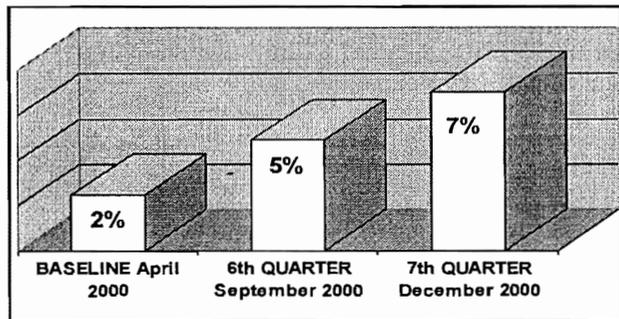


Criteria: NGO participates in advocacy trainings; formal and informal mechanisms for cooperation with policy makers are developed; NGO recognizes coalitions /networks as effective advocacy tools.



NGOs forward constituent rights issues to credible agents of government on a frequent basis.

Credible agents of government speak out in favor of constituent rights forwarded by NGO



Unit of measure: per cent of selected NGO
 Total selected NGO for this quarter assesment - 42 NGOs in 5 regions of Belarus

ATTACHMENT 3

Cost Share Reports (CAP & Grantees)

By: Hugh C. Orozco

**COUNTERPART ALLIANCE FOR PARTNERSHIP (CAP)
Cost - Share Certification**

Period: YTD April 99 -to- December 00

	I QUARTER	II QUARTER	III QUARTER	IV QUARTER	V QUARTER	VI QUARTER	VII QUARTER	TOTAL
	Apr-Jun'99	Jul-Sep'99	Oct-Dec'99	Jan-Mar'00	Apr-Jun'00	Jul-Sep'00	Oct-Dec'00	
Personnel (Salaries)								0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants								0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel								0.00
Subtotal Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Direct Costs (ODC)								
Rent Lviv Office 350/mos.	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00		1,050.00	6,300.00
Rent premises in Kharkiv (seminars, round tables, etc.)		5,405.40		7,846.83	7,389.52	7,457.23	7,628.64	35,727.62
Other Direct Costs for Donetsk sub-office			850.00					850.00
Subtotal	1,050.00	6,455.40	1,900.00	8,896.83	8,439.52	7,457.23	8,678.64	42,877.62
Equipment/Furniture								0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Agreements								
Humanitarian Assistance from ELWYN	136,773.41							136,773.41
Subtotal	136,773.41	0.00	0.00	0.00	0.00	0.00	0.00	136,773.41
CHAP								
Belarus	5,008.18	187,506.50	430,606.59	78,823.25	184,896.79	126,842.50	217,398.18	1,231,081.99
Ukraine	734,516.95	1,263,783.05	300,537.00	80,513.98	181,475.47	58,352.26	217,490.35	2,836,669.06
Subtotal	739,525.13	1,451,289.55	731,143.59	159,337.23	366,372.26	185,194.76	434,888.53	4,067,751.05
CCC								
	0.00	0.00	60,670.00	35,525.00	40,251.00			136,446.00
Subtotal	0.00	0.00	60,670.00	35,525.00	40,251.00	0.00	0.00	136,446.00
Seed - Grants								
Ukraine			83,084.43	91,542.29	92,531.41	111,796.08	71,525.92	450,480.13
Ukraine - Corp./Gov. Challenge			25,244.96	30,514.99	16,506.99	19,693.82	34,598.28	126,559.04
Belarus			2,270.50	15,669.70	13,671.11	7,649.98	9,580.41	48,841.70
Belarus - Corp./Gov. Challenge				630.00	4,022.87	630.00	3,017.06	8,299.93
Subtotal	0.00	0.00	110,599.89	138,356.98	126,732.38	139,769.88	118,721.67	634,180.80
GRAND TOTALS	877,348.54	1,457,744.95	904,313.48	342,116.04	541,795.16	332,421.87	562,288.84	5,018,028.88

Grants Grand Total

COUNTERPART ALLIANCE FOR PARTNERSHIP

Cost-Share Certification

Period Reported: April 1999 - December 2000

	Amount of the USAID/CAP Grants awarded to date	Cost-Share Amount Oct'99-Dec'99	Cost-Share Amount Jan'00-Mar'00	Cost-Share Amount Apr'00-Jun'00	Cost-Share Amount Jul'00-Sep'00	Cost-Share Amount Oct'00-Dec'00	Total	% Cost-Share related to Grants Amount
Counterpart International UKRAINE								
Seed Grants	\$ 1,136,411.82	\$ 83,084.43	\$ 91,542.29	\$ 92,531.41	\$ 111,796.08	\$ 71,525.92	\$ 450,480.13	39.64%
Corporate/Government Challenge Grants	\$ 158,523.58	\$ 25,244.96	\$ 30,514.99	\$ 16,506.99	\$ 19,693.82	\$ 34,598.28	\$ 126,559.04	79.84%
total CI Ukraine	\$ 1,294,935.40	\$ 108,329.39	\$ 122,057.28	\$ 109,038.40	\$ 131,489.90	\$ 106,124.20	\$ 577,039.17	44.56%
Counterpart International BELARUS								
Seed Grants	\$ 354,189.40	\$ 2,270.50	\$ 15,669.70	\$ 13,671.11	\$ 7,649.98	\$ 9,580.41	\$ 48,841.70	13.79%
Corporate/Government Challenge Grants	\$ 5,000.00	\$ -	\$ 630.00	\$ 4,022.87	\$ 630.00	\$ 3,017.06	\$ 8,299.93	166.00%
total CI Belarus	\$ 359,189.40	\$ 2,270.50	\$ 16,299.70	\$ 17,693.98	\$ 8,279.98	\$ 12,597.47	\$ 57,141.63	15.91%

ATTACHMENT 4

Training and Technical Assistance Schedule

Assembled Table of Trainings**Quarter: October 1 – December 31, 2000**

Topic	Type	Quantity	# of organizations	# of participants
Building Coalitions and Associations	Tr.	5	51	79
Governance (Basic Course)	Tr.	11	113	149
Project Management	Tr.	2	17	31
Social Enterprise Development	Tr.	1	15	16
Strategic Planning	C	9	33	67
Strategic Planning (follow-up)	C	9	26	52
Prosthetic Devices	Tr.	1	10	10
Coalition Building	Tr.	1	20	20
Leadership and Teambuilding	Tr.	1	10	24
Windows 95/98 OS for Beginners	Tr.	1 (4 sessions)	1	21
Leader of the Future	Tr.	2	21	62
Leader of the Future	ToT	2	24	38
Legal Aspects of Local Fundraising	Tr.	2	30	55
ToT for Legal Consultants	ToT	1	8	8
Strategic Planning	Tr.	2	17	43
TOTAL:		50	396	675

*Projections on
Specialized Technical Training/Round Tables
Provided by CAP /Current/Former/ Grantees*

Quarter: October - December, 2000

October

Training:

Date	Place	Title	Provider
6-8	Gomel	Basics of NGO Management	CAP, Belarus
4-8	Rivne	ToT on Local Fundraising	Volyn Resource Center
7,8,13	Minsk	Strategic Planning for "New Kastalia"	CAP, Belarus
8-10	Mikolaev	Trainers' School/ Practical study on "NGO Management"	CCC
9-10	Lviv	Strategic Planning	ZURC
9-11	Uzhorod	Trainers' School/ Practical study on "NGO Management"	CCC
10-12	Mogilev	Communication Skills	CAP, Belarus
12	Kyiv	Financial Management	CAP staff, Kyiv
12-14	Brest	Public Relations for NGOs	CAP, Belarus
16-19	Puscha Ozerna	ALL Grantee Conference "Building Capacity Through Information Technology and Media"	CAP, SAWSO, BC, IREX Pro Media, INTERNEWS, UMREP, IREX IATP
19-22	Puscha Ozerna	Prevention Interventions Targeting Injecting Drug Users	ARTS
19-22	Puscha Ozerna	Cognitive-Behavioral Therapy (CBT)	ARTS
19-22	Puscha Ozerna	Therapeutic Community	ARTS
19-22	Puscha Ozerna	Vocational Placement & Social Enterprise	Elwyn Inc.
Oct. 24-16 Nov.	Kyiv	OS Windows 95/98 for Intermediate users	IREX IATP
26-28	Grodno	Marketing for NGOs	CAP Belarus
Oct. 30 – Nov.1	Mogilev	Effective Management of Human Resources in NGO	CAP Belarus
Oct. 30 – Nov. 3	Kyiv	Prosthetic devices	Alliance/International Executive Service Corps

*Projections on
Specialized Technical Training/Round Tables
Provided by CAP /Current/Former/ Grantees*

Quarter: October – December, 2000

Month: November

Tr. – training

Conf. – conference

C – consultation

RT – round table

ToT – training of trainers

Date	Type	Place	Title	Provider
October 30 - November 1	Tr.	Mogilev	“Effective Management of Human Resources in NGO”	CAP Trainers, Belarus
October 30 – November 3	Tr.	Kyiv	Prosthetic Devices	Alliance/International Executive Service Corps & Ortotech Clinic
November 4-5	Tr.	Puscha Ozerna/ Kyiv	Cooperation between NGOs and Government (budget, advocacy, social contracts issues)	CAP Legal Advisers/ RC “Gurt”
November 4-5	RT	Grodno	Round Table on Gender Issues	CAP Belarus & Belarussian NGO “Third Sector”
November 7-9	Conf.	Kyiv	Initiative group on development of Ukrainian National Network of people living with HIV/AIDS	CAP, MSF, Youth Social Service, Coordination Council of PLWHA (People Living with HIV/AIDS)
November 10-11	Tr.	Odessa	Building Coalitions and Associations	CCC
November 14-15	Tr.	Kharkiv	Building Coalitions and Associations	CCC
November 14-15	Tr.	Kyiv	Developing Telephone Communication Skills	Training Center “MALES”
November 17-18	Tr.	Donetsk	Building Coalitions and Associations	CCC
November 17-18	Tr.	Kyiv	Building Coalitions and Associations	CCC
November 18-19	ToT	Kyiv	Leaders of the Future	CCF Ukraine
November 20-21	C	Kyiv	Strategic Planning	CCC
November 20-21	C	Kyiv	Strategic Planning	CCC
November 20-21	C	Vinnitsa	Strategic Planning	CCC
November 20-21	Conf.	Kyiv	Coalition Building	Volyn Resource Center
November 20-22	Tr.	Odessa	Leadership and Team Building	ZURC
November 21, 23	Tr.	Kyiv	Windows 95/98 OS for Beginners Session 1 &2	IREX IATP

November 21-24	Tr.	Kherson	I&R	"Peace. Beauty. Culture" CAP Grantee
November 23-24	Tr.	Kyiv	Project Management	CCC
November 23-24	C	Chernigiv	Strategic Planning	CCC
November 23-24	Tr.	Dnipropetrovsk	Legal Aspects of Local Fundraising	CAP Legal Adviser
November 23-24	Conf.	Kyiv	Expertise of Government and Non-government Organizations in control of AIDS Epidemic	Ministry of Health, CAP, UNDP, Gallaxo Welcome
November 25	C	Kyiv	Sharing experience about CAP activity with youth leaders	Compass club (CAP Grantee)
November 25-26	C	Ternopil	Strategic Planning	CCC
November 25-26	C	Donetsk	Strategic Planning	CCC
November 26-28	Tr.	Puscha Ozerna	Positive Thinking and Work with Volunteers	CAP Grantees/students of the 1 st Trainers School
November 27-28	C	Lviv	Strategic Planning	CCC
November 27-28	C	Kharkiv	Strategic Planning	CCC
November 27-28	C	Odessa	Strategic Planning	CCC
November 27-30	Tr.	Kyiv	ToT for Legal Consultants	CAP Legal Advisers
November 28, 30	Tr.	Kyiv	Windows 95/98 OS for Beginners Session 3 & 4	IREX IATP
November 29-30	Tr.	Lviv	Building Coalitions and Associations	CCC

*Projections on
Specialized Technical Training/Round Tables
Provided by CAP /Current/Former/ Grantees*

Quarter: October - December 2000

Month: December

Tr. – training

Conf. – conference

C – consultation

RT – round table

ToT – training of trainers

Date	Type	Place	Title	Provider
November 29- December 3	ToT	Puscha Ozerna	CCC/CAP Second Trainers' School	CCC
December 1	RT	Kyiv	AIDS World Day	CAP-SAAPF
December 4-7	Tr.	Lviv	Social Enterprising	CCC
December 5-6	Tr.	Odessa	Project Management	CCC
December 5-7	Tr.	Poltava	Club Work	NGO "Kviten Club"
December 5-7	Tr.	Kyiv	E-mail, WWW and other Internet Services	IREX IATP
December 6-7	Tr.	Kherson	Legal aspects of local fundraising	CAP Legal Advisors
December 8-9	C	Odessa	Strategic Planning (follow-up)	CCC
December 9-10	C	Kharkiv	Strategic Planning (follow-up)	CCC
December 11-12	C	Kyiv	Strategic Planning (follow-up)	CCC
December 11-12	C	Kyiv	Strategic Planning (follow-up)	CCC
December 11-12	C	Lviv	Strategic Planning (follow-up)	CCC
December 11-12	C	Vinnitsa	Strategic Planning (follow-up)	CCC
December 13-14	ToT	Kyiv	Governance/ Follow-up after US Training	CCC
December 11-17	Tr.	Puscha Ozerna	Business Planning, Advertising, Pricing, Art of Successful Sales	Ukrainian Fund of support of Enterpreneurship
December 12, 14	Tr.	Kyiv	E-mail, WWW and other Internet Services	IREX IATP
December 14-16	Tr.	Lviv Region	Projects on the Public Participation in Funding Health Care	Ministry of Health care, Pulse of Ukraine
December 14-17	Conf.	Rivne	Students' Self-Governance	CVU (Rivne)
December 15-16	C	Ternopil	Strategic Planning (follow-up)	CCC
December 15-16	C	Donetsk	Strategic Planning (follow-up)	CCC
December 15-16	C	Chernigiv	Strategic Planning (follow-up)	CCC

December 16-17	Tr.	Dnipropetrovsk	Leaders of the Future	CCF Ukraine
December 18-19	Tr.	Chernigiv	Governance (Basic course)	CCC
December 19	Tr.	Kyiv	Web-design	IREX IATP
December 19-20	Tr.	Lviv	Strategic Planning	ZURC
December 20-21	Tr.	Ternopil	Leader of the Future	CCF
December 20-21	Tr.	Kyiv	Governance (Basic course)	CCC
December 21	Tr.	Kyiv	Web-design	IREX IATP
December 21-22	Tr.	Kharkiv	Governance (Basic course)	CCC
December 22-23	Tr.	Znamenka	Governance (Basic course)	CCC
December 22-23	Tr.	Zaporizhzhya	Governance (Basic course)	CCC
December 23-24	ToT	Kyiv	Leadership/Leaders of the Future	CCF Ukraine
December 23-24	Tr.	Donetsk	Governance (Basic course)	CCC
December 23-25	Tr.	Khmelnitsk	Youth Information Centers	Khmelnitsky Youth League
December 23-25	Tr.	Kherson	Team Building	Lion Society
December 24-25	Tr.	Crimea	Governance (Basic course)	CCC
December 24-25	Tr.	Chernigiv	Project Design (Practice, Trainers' School)	CCC/ Trainers' School Participants
December 26-27	Tr.	Kherson	Governance (Basic course)	CCC
December 26-27	Tr.	Lviv	Governance (Basic course)	CCC
December 27-28	Tr.	Ternopil	Governance (Basic course)	CCC
December 27	Tr.	Kyiv	M&E and TATAP Presentation	CAP/Kyiv staff
December 28-29	Tr.	Odessa	Governance (Basic course)	CCC

**Projections on
Specialized Technical Training/Round Tables
Provided by CAP /Current/Former/ Grantees**

Quarter: 8th (January-February 2001)

Months: January-February, 2001

Tr. – training

Conf. – conference

C – consultation

RT – round table

Date	Type	Place	Title	Provider	Target Group	Responsible Person
January 4-5	Tr.	Berdiansk	Trainers School (2 nd)Project Design (1 st practical)	CCC	CAP Grantees/ Ukrainian NGOs	Polina Nesterenko
January 10-11	Tr.	Kiev	Trainers School (2 nd)Project Design (1 st practical)	CCC	CAP Grantees	Polina Nesterenko
January 11-12	Tr.	Odessa	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
January 11-12	Tr.	Kharkov	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
January 17-18	Tr.	Kharkov	Project Monitoring and Evaluation	CCC	CAP Grantees/ Ukrainian NGO	Grigoriy Krainovich
January 19-20	Tr.	Donetsk	Project Monitoring and Evaluation	CCC	CAP Grantees/ Ukrainian NGO	Natalya Safiants
January 20-21	Tr.	Mariupol	Trainers School (2 nd)Project Design (1 st practical)	CCC	CAP Grantees/ Ukrainian NGOs	Polina Nesterenko
January 20-21	Tr.	Donetsk	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
January 22-23	Tr.	Lviv	Project Monitoring and Evaluation	CCC	CAP Grantees	Galina Sabadash
January 22-23	Tr.	Zaporozhie	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
January 23-24	Tr.	Odessa	Project Monitoring and Evaluation	CCC	CAP Grantees	Nastya Ryakina/ Aleksey Pavlov

January 29-30	Tr.	Kiev	Project Monitoring and Evaluation	CCC	CAP Grantees	Irina Illarionova
January 30-31	Tr.	Kharkiv	Journalists' Initiative, for the media NGOs	CAP Legal Adviser		Alex Vinnikov
January 30-Feb 3	Tr.	Kiev	Trainers School (2 nd) 2nd ToT	CCC	CAP Grantees/ Ukrainian NGOs	Polina Nesterenko Irina Illarionova
February 1-2	Tr.	Simferopol	Project monitoring and Evaluation	CCC	CAP Grantees	Olga Skorodzievskaya
February 1-2	Tr.	Minsk	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
February 1-3	Tr.	Kyiv	NGO Accounting According to International Accountant Standards (IAS)	Julia Kirsanova	CAP Grantees	Sergey Lesnyak Irina Illarionova
February 3-4	Tr.	Slavske	Pulse of Ukraine, for public health care NGOs	CAP Legal Adviser		Alex Vinnikov
February 4-7	Tr.	Kiev	ToT on PR Techniques	CCC	CAP Belarus Trainers Team/ CCC Trainers	Alexandra Brodovskaya Lyuba Palyvoda
February 5-7	Tr.	Lviv	NGO Accounting According to International Accountant Standards (IAS)	Julia Kirsanova	CAP Grantees	Galina Sabadash
February 7-9	Tr.	Poltava	"Club Work" (continuance - advance part)	Kviten Club	NGO's whose services include rehabilitation of drug users and HIV positives and which work on the basis of clubs	Oleg Semerik
February 12-13	Tr.	Kiev	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
February 12-13	Tr.	Lviv	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/ Ukrainian NGOs	Borzovets Julia
February 13-15	Tr.	Kiev	Behavior Management	Elwyn, Inc.	Disabled/Children At Risk	Olena Yegorova, Tatyana Perepelitsa
February 13-15	Tr.	Kiev	Curriculum Development	Elwyn, Inc.	Disabled/Children At Risk	Olena Yegorova, Tatyana Perepelitsa

February 13-16	Tr.	Kiev	ToT – 3 for local consultants	CAP Legal Adviser	Ukrainian NGOs	Alex Vinnikov
February 15-17	Tr.	Berdiansk	Trainers School (2 nd) 2-nd practical	CCC	CAP Grantees/Ukrainian NGOs	Polina Nesterenko
February 19-20	Tr.	Lviv	PR	CCC	CAP Grantees/Ukrainian NGOs	Galina Sabadash
February 19-20	Tr.	Odesa	PR	CCC	CAP Grantees/Ukrainian NGOs	Nastya Ryakina/Aleksey Pavlov
February 19-20	Tr.	Kiev	PR	CCC	CAP Grantees/Ukrainian NGOs	Olga Skorodzievskaya
February 19-20	Tr.	Simferopol	Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/Ukrainian NGOs	Borzovets Julia
February 19-20	Tr.		Leaders of the Future: New Vision, Strategy and Practice	CCF	CAP Grantees/Ukrainian NGOs	Borzovets Julia
February 19-20	Tr.	Donetsk	Legal Aspects of NGO Activities	CAP Legal Adviser	CAP Grantees/Ukrainian NGOs	Alex Vinnikov
February 20-22	Tr.	Simferopol	NGO accounting according to International Accountant Standards (IAS)	Julia Kirsanova	CAP Grantees	Alexandra Brodovskaya
February 20-22	Tr.	Chernihiv	Trainers School (2 nd) 2nd Practical	CCC	CAP Grantees/Ukrainian NGOs	Polina Nesterenko
February 21-23	Tr.	Kiev	"Psychology of Rehabilitation of People Living with HIV/AIDS and Their Relatives"	Humanitarian Initiative	HIV servicing NGO	Oleg Semerik
February 23-24	Tr.	Donetsk	PR	CCC	CAP Grantees	Natalya Safiants
February 23-24	Tr.	Simferopol	PR	CCC	CAP Grantees	Alexandra Brodovskaya
February 26-27	Tr.	Kharkiv	PR	CCC	CAP Grantees	Grigoriy Krainovich
February 26-28	Tr.	Donetsk	NGO Accounting According to International Accountant Standards (IAS)	Julia Kirsanova	CAP Grantees	Natalia Safiants
February 27-March 1	Tr.	Iv.Frankovsk	Trainers School (2 nd) 2nd Practical	CCC	CAP Grantees/Ukrainian NGOs	Polina Nesterenko
February	Tr.	Kyiv	Alternative Programming	Elwyn, Inc.	Disabled / Children At Risk	Olena Yegorova, Tatyana Perepelitsa

Notes

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ATTACHMENT 5

All-Grantees Conference Report

**“Building Capacity Through Information Technology and Media”
 Puscha Ozyornaya Complex, Puscha Voditsa, Kyiv, Ukraine
 October 16-19, 2000**

I. INTRODUCTION

On October 16-19, 2000 the Counterpart Alliance for Partnership sponsored the third annual all-grantees conference, *Building Capacity Through Information Technology and Media*, for approximately 250 current and former CAP grantees from Ukraine and Belarus. The conference, which was held at the Puscha Ozyornaya Complex, had two main objectives: to train NGOs in how to effectively use information technology and work with the media; and to provide an opportunity for NGOs from all sectors to network and share information.

During the conference, experts from six organizations conducted 7 sessions on various topics related to information technology and the media. Each session was offered three times to enable participants to attend three different workshops. After the conference, two of CAP’s technical assistance partners, Elwyn and ARTS, conducted training on social enterprise development and various substance abuse issues for some of the NGOs.

II. TRAINERS

Title of Training	Organization	Trainers
Information and Referral Systems	SAWSO	James Varpness
Basic Computer and Internet Skills	IREX Internet Access and Training Program	Artur Yaremenko
Using the Internet to Develop Your NGO	IREX Internet Access and Training Program	Alexander Solodkov
How to Develop an Online Fundraising Campaign	British Council	Dr. Svetlana Vasilchenko
Media Relations for NGOs	IREX ProMedia	Natasha Wancek Miroslava Gongadze
Working with TV and Radio	Internews	Igor Soldatenko
Media and Presentation Skills	Ukraine Market Reform Education Program	Olena Panchenko

Business Planning and Job Development (Post Conference)	Elwyn	Allen Samuels Jane Pollini
Prevention Interventions Targeting Injection Drug Users (IDUs) (Post Conference)	ARTS	Tom Brewster Bob Booth
Cognitive-Behavioral Therapy (CBT) for Adults and Adolescents (Post Conference)	ARTS	Jane Kennedy Paula Riggs
Therapeutic Community (TC) (Post Conference)	ARTS	Paul Thompson Ann Moore

III. TRAINING SUMMARIES FROM THE MAJOR SECTORS

A. Information and Referral Systems (SAWSO)

The training on Information and Referral (I&R) systems was conducted by Jim Varpness, Executive Director, Minnesota Board on Aging and State Agency on Aging, St. Paul, Minnesota; Board of Directors of the National Association of State Agencies on Aging (NASUA); and Chairperson, NASUA's Consumer Information, Education and Assistance Committee. I&R is an extremely important service because it helps assess the needs of community members seeking assistance, identifies the most appropriate services to meet those needs, and links individuals to the organizations that provide those services. In addition, I&R collects information that can lead to or support advocacy initiatives and community planning activities.

This interactive session provided an overview of the major components of an I&R system, including the development of a classification system and resource file; data collection and analysis; training of paid and volunteer staff; and promotion of and access to a particular service. The session also addressed critical client delivery functions, such as information giving; referral giving; education and counseling; follow-up; and advocacy/intervention on behalf of clients. The benefits and strategies for collaboration across sectors for cost-effective development of comprehensive I&R systems were also addressed.

B. Basic Computer and Internet Skills (IREX IATP)

In this session, Arturo Yaremenko from IREX Internet Access and Training Program (IATP) taught basic computer and internet skills to NGO representatives who have regular access to computers but do not feel comfortable using them. The sessions were broken down for beginning users and intermediate users. Examples of training topics for beginners included:

- Navigating Windows, working on the desktop, running programs and working with documents
- Windows Applications: working with MS Word.
- Internet Basics: Navigating the Web with a browser.

Training topics covered for intermediate users included:

- The Internet: principles and concept of work; interactions between computers on the network, IP addresses and DNS names, URL and email addresses, and how to connect your computer to the Internet
- Basic information services of the internet: concept of work and software, electronic mail, working with E-mail clients
- Basic information services of the Internet: WWW √ principles of work and navigation with browser, FTP, and telnet
- Web resources: how to search the web using search engines, advanced searches, and searching and getting information via e-mail and FTP
- Creating your own web resources, HTML basics, Using WYSIWYG – editors, and publishing your page to the web server

C. Using the Internet to Develop your NGO (IREX IATP)

This session, which was conducted by Alexander Solodkov from IREX IATP Belarus, taught managers and directors of NGOs how to use the internet to their advantage, as well as the benefits of becoming fully automated. Mr. Solodkov's session covered the following topics:

- An evaluation of the present Internet situation in Belarus, and how to decide what is the best for your NGO.
- How to automate your NGOs operation both in and outside of the office.
- Advantages for NGOs in investing in the Internet.
- How to professionally present and NGO via the Internet.
- Where to spend money/invest resources and where not.
- Overall development of NGOs with the help of informational technologies.

D. How to Develop an Online Fundraising Campaign (British Council)

This training was conducted by Dr. Svetlana Vasilchenko and focused on how NGOs can use the internet to raise funds. Topics covered during the training included: how to find donors on the internet; integrating the internet with a fundraising program, internet resources for fundraisers; communication with other fundraisers; the "paperless" fund-raising office and other myths; and tips on building and managing a fundraising internet presence.

Upon completing the course, participants were able to:

- take their missions and messages on-line;

- learn how to tap into e-mail discussion groups, the World Wide Web, and other electronic communication strategies to communicate with colleagues and donors; research prospects and foundations, build constituencies, and strengthen donor relations; and
- build their own portfolio of on-line fundraising resources.

E. Working with TV and Radio (Internews)

This training session was conducted by Igor Soldatenko, Deputy Controller of Programs for Internews/Ukraine. The training was dedicated to helping NGOs more effectively use TV and radio. Participants were involved in role-playing and participated in open question and answer sessions. Specific topics included:

- Media awareness - how to handle journalists
- What the electronic media needs from you
- How to get your message across
- How to get the most out of TV appearances
- How to get the most out of radio appearances
- Practical training in radio and TV

F. Media Relations for NGOs (IREX ProMedia)

This session, which was conducted by Natasha Vanchek and Miroslava Gongadze from IREX ProMedia, informed NGO representatives on how to effectively use the media and improve their relationship with the media. The training used role-playing, flip charts, and held open question and answer sessions. Among the topics covered in the training were:

- What is news? How the media work, and the difference between what NGOs think is newsworthy and important, and what the media, which are trying to serve a much broader audience, think is newsworthy and important. How NGOs can structure information to fit the media's definition of news.
- How and when to write press releases
- How and when to hold a press conference (and how and when not to hold a press conference)
- How to develop and cultivate contacts in the media, plan a media-relations plan, and promote ideas to generate news for the organization
- How to respond to media queries and tips for handling interviews so that the message gets across with minimal distortion

G. Media and Presentation Skills (UMREP)

This training was conducted by Olena Panchenko, Director of the Ukraine Market Reform Education Program (UMREP) Training Department. The session focused on media relations and presentation skills, and taught participants how to communicate effectively with the news media and their local communities, and how to deliver effective public speeches.

UMREP also outlined various strategies for message development and management, and taught participants how to develop their organization's public image. NGO representatives also learned various tactics for handling journalists and interviews confidently, and for communicating positive messages on behalf of their organizations. The course combined the training tools of on-camera interviews and videotape replay with lecture and discussion.

IV. CONFERENCE EVALUATION

At the conclusion of the conference, participants were asked to fill out and return an evaluation form. While most respondents evaluated the conference very positively, three issues were raised that will be considered when planning future conferences. These include more diverse levels of trainings (beginner and advanced), less information that pertains to only one country (Ukraine or Belarus), and more time allotment for each workshop.

The following is a summary of information extrapolated from the Participant Questionnaire, based on 115 returned responses.

1. *Conference Usefulness:*

Of the 115 respondents:

- 54% considered the conference to be excellent and extremely useful
- 36% considered the conference to be good overall
- 10% only considered the usefulness of the conference to be satisfactory

Additional comments included:

- "Much useful information"
- "Many new and useful things, professional, and easy"
- "It is very useful to meet all grantees once a year, exchange ideas, learn new things, and get acquainted with some one"
- "Information I got was above my expectations"
- "Good manuals. Clear seminars. Qualified trainers"
- "Too much information"
- "It is very useful to meet all grantees once a year to exchange opinions, know some new things, to get acquainted with everyone"

2. *The Level of Practicality:*

Of the 115 respondents:

- 51% reported that material provided excellent practical knowledge
- 36% reported that the material provided good practical knowledge
- 11% considered it satisfactory
- 2% considered the level of practical knowledge to be poor

Additional comments included:

- “Good for NGOs that are making their first steps with the Internet”
- “Themes were of great importance to NGOs”
- “We will use many of the methods”
- “After Conference the ways of NGO development became more clear”
- “Different levels, needs of participants”
- “Handbooks will help in organization work”
- “From all trainings we will make practical conclusions”

3. *Opinions about the Trainers and Materials*

Comments about the trainers and materials presented included:

- “High level of professionalism”
- “Clear explanation of material. Previously, I knew nothing about the Internet, but this training helped me a lot”
- “Trainers were competent and skilled, but it wasn’t enough time to learn everything.”
- “It’s necessary to provide more in-depth information about the topic”
- “High level of trainers’ professionalism, responsibility”
- “Trainers have good competence and skills. But it wasn’t enough time to learn everything”
- “Training about computer skills and Internet was very professional, but it would be better to use computers in the training”
- “It’s necessary to give more focused and deeper knowledge”

4. *Methods Used*

Comments about training methods used at the Conference included:

- “Many trainers lectured, need to be interactive”
- “Discussions are good, lectures are excellent”
- “Video-camera and overhead use was very useful”
- “Role-play—excellent”
- “Too many materials in Ukrainian (need translation into Russian for Belarusian participants)”
- “Slides are effective”
- “I&R materials are good, many guides and advertising materials helped”
- “Exercises with cameras are excellent, [but] some sessions need to be more interactive”

5. *What Part of the Conference was the Most Important for you?*

Comments about this included:

- “It’s difficult to say. Everything was good and useful, especially training about partnership with TV and Radio and Fundraising on the Internet.”

- “Informal meetings gave us a chance to plan future activities. Trainings were useful, trainers—well prepared.”
- “Information and Referral Systems for NGOs”
- “Working with TV and radio”
- “Informal communication, seminars, discussing problems with colleagues”
- “Reception—provided a time to network.”
- “Sessions about Internet, Partnership with TV and Radio, and Information Service. High level of professionalism.”
- “The Conference was very practical. It’s a pity I did not have the opportunity to visit all the seminars”
- “Training about databases”
- “Training on Relationship between NGO and TV and Radio”
- “Ability to meet new people (USAID, CAP managers, other NGO leaders)

6. *What Would You Recommend to Make the Conference More Efficient?*

Comments included:

- “Art exhibitions, exchange NGO experiences, to speak more openly about problems, film demonstration about experiences.”
- “Training levels need to be made.”
- “To look for specialists of highest level, or to concentrate on more advanced groups since some information was repetitive.”
- “To work in little groups in the trainings, not lectures.”
- “Roundtables will be useful.”
- “Extend the seminars time to 5-7 hours; don’t keep it at 3 hours per session.”
- “Make the [training] groups smaller”
- “Decrease the number of sessions and increase the time”
- “More informational materials”
- “Computers...for Internet classes”
- “For Belarusian participants, material should be in Russian”

7. *What Kinds of Future Support Would be the Most Interesting for You After the Conference?*

Comments included:

- “Materials distribution, inter-NGO meetings. Longer seminars on selected trainings.”
- “Follow-up trainings”
- “Internet training follow-up.”
- “Financial support”
- “Receiving additional materials via email or regular mail”
- “Participation in trainings, information about new programs, receiving magazines about information systems, Internet”
- “Communication with other participants through e-mail”
- “Web master trainings”
- “Establishing contacts with similar organizations in Belarus”

- “Information about donors and their programs”
- “More intensive trainings”
- “I’d like other members of my organization to visit these trainings in our region. I’m not able to re-tell all of the information.”
- “More training on fundraising for NGOs, strategic planning and working on the Internet”

Notes

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ATTACHMENT 6

ICNL Report

Trip Report
Caroline L. Newman
Minsk, December 13-16

ICNL, in collaboration with the Counterpart Alliance for Partnership and the Independent Society for Legal Research, organized two roundtables in Minsk on “Problematic Questions and Perspectives for the Development of Legislation Affecting Non-Commercial Organizations in the Republic of Belarus”:

- December 14: on Draft Amendments to the Civil Code of the Republic of Belarus. Provisions of the draft, ICNL recommendations to this draft, and the applicable experience in Russian Federation were discussed at this roundtable.
- December 15: on Draft Law on Humanitarian Activities. Provisions of the draft, ICNL recommendations, and the applicable experience to the Russian Federation were discussed at this roundtable.

ICNL invited Ms. Elena Abrossimova, Russian expert and professor at the law faculty at Moscow State University, to participate in the roundtable. She has participated in the drafting of the Civil Code, the Law on Non-commercial Organizations, and the Law on Charitable Organizations of the Russian Federation.

Roundtables were initiated by Counterpart, ICNL, and the Belorussian NGO Independent Society for Legal Research (ISLR). Participants believe that the roundtables are important steps towards changing attitudes and the legal environment: dialogues between government officials and lawyers representing NGOs are possible and can be productive. Government experts who are not politicians and are working on drafting various laws affecting NGOs were invited to the roundtables. Lawyers who are not associated with the radical opposition, but are well known for their qualifications and respected by the NGO sector were invited to represent the interest of the NGOs.

The organizers tried to keep the discussion as non-political as possible given the current political situation, yet discussions were substantive. Participants on both sides who were highly qualified lawyers spoke the same language and seemed to understand each other. Government experts requested assistance from ICNL and other NGO lawyers with laws currently being drafted.

Although we realize that a single roundtable or even several round tables cannot change political regimes, it was evident that the roundtables played a powerful educational role for NGOs and government lawyers that we hope will be reflected in future government legislations.

December 14, 2000

Roundtable on the Draft Amendments to the Civil Code of the Republic of Belarus

The Belorussian government initiated the effort to prepare amendments to the civil code as one of the steps towards reconciling Belorussian legislation with the Russian Federation’s legislation. Some NGOs view this initiative as an attempt to circumvent public attention. Rather than

regulate NGO issues in a special law that would immediately attract publicity and criticism, it is more favorable to the government and draws less public attention if it adopted a civil code, which in fact has priority over regular laws and would legitimize onerous norms earlier adopted in Presidential decrees.

Draft Amendments to the Civil Code were prepared by the Ministry of Justice. The current text of amendments proposes to increase the number of organizational legal forms similar to existing the Russian Law on Non-Commercial Organizations, which is proved to be inefficient and difficult to implement.

A Russian law expert was invited to: (1) explain the problems with existing legislation affecting NGOs to help participants avoid repeating deficiencies; (2) share positive experiences with changing government legislations. The later was important because of the general tendencies in Belarus to follow Russia's example on various matters, and also because Russia has many positive experiences with NGOs regulation.

ICNL prepared recommendations to the draft amendments to the Civil Code and submitted them to the drafters. Yet only ICNL recommendations regarding foundations were incorporated in the draft amendments. At the roundtable, participants (drafters, NGO representatives, and ICNL experts) continued discussing the draft amendments. In addition to distributing its comments, ICNL experts introduced participants to:

- The Western European organizational legal forms existing in Europe and how these are regulated in Civil Codes. ICNL's handbook on the regulation of NGOs in Civil Codes of the World was distributed to all participants.
- The regulation of NGOs in the Russian Federation and its drawbacks.

Mr. Tushinskij, a representative from the Belarus Ministry of Justice, as well as representatives from the National Center of Legislative Drafting and the National Assembly admitted that the current draft amendments to the civil code shall be significantly modified and requested further assistance from ICNL and other participants of the roundtable. It is expected that the next version of the draft amendments would propose only two organizational forms from NGOs (membership and non-membership) that would comply with international good practices. Some organizations present at the roundtable declared interest in lobbying against the proposed draft amendments to the civil code. Representatives from the National Center stated that any comments can be forwarded to the National Center which welcomes such initiative.

Material distributed to participants of the round table:

- Draft Law of the Republic of Belarus on Amendments to the Civil Code of the Republic of Belarus,
- Additional amendments to the Civil Code proposed by the Ministry of Finance and Ministry of Economic of the Republic of Belarus,
- ICNL's recommendations to the draft amendments to the Civil Code,
- ICNL's publication: *Regulation of the Legal Status of Non-Commercial Organizations in Civil Codes of Countries Around the World.*

December 15, 2000

Round Table on the Draft Law on Humanitarian Activities

ICNL presented its recommendations to the draft Law on Humanitarian Activities, which were prepared and presented for the first time. The draft law has been introduced to the National Assembly back in Spring 2000, but after the ICNL-Counterpart roundtable in May was taken off the agenda. The draft law was prepared by the National Center of Legislative Activity upon request from the government. It attempts to regulate both humanitarian aid (brought into the Republic of Belarus and provided abroad by the Republic of Belarus) and charitable organizations. During the roundtable, participants were introduced to the regulation of humanitarian aid and charitable organizations in Western Europe and the Russian Federation.

Drafters realized that the draft had significant deficiencies and admitted that it needed to be rewritten. Ms. Jaskelovich from the National Assembly explained that although the draft is already registered in Parliament, there exist a mechanism, which she claims has never been used in the 10 years she has been in office, allowing for an alternative draft to be introduced and the deputies to choose the draft they wanted to consider. Several organizations, including the Belorussian National Assembly of Youth and Children's Organizations volunteered to prepare an alternative draft on humanitarian aid that would focus on benefits for providers of humanitarian assistance from Belarus. It would restate the priority of international law for the regulation of humanitarian aid. Participants were interested in the experiences of the Russian Federation and other countries in drafting legislation regarding humanitarian and technical aid.

On the other hand, participants decided that the regulation on charitable organizations should be eliminated from the draft, and amendments to tax laws should be drafted regulating charitable organizations. However, they declared their lack of knowledge on the issue and requested from ICNL additional information on the status and taxation of public benefit organizations. ICNL's publication in Russian on taxation of NGOs is expected by the participants in order to start preparing a draft legislation on charitable organizations.

It is unfortunate that ICNL did not have the opportunity to provide assistance to this draft at an earlier stage. ICNL's recommendations were welcome by the drafters, and if ICNL had had a chance to provide its comments on a timely basis, a progressive draft would have a chance to get registered with the National Assembly of the Republic of Belarus.

Material distributed to participants of the round table:

- Draft Law on Humanitarian Activities
- ICNL's recommendations to the Draft Law on Humanitarian Activities
- Attachments to ICNL's recommendations:
 - o Excerpts from the EU regulation n° 918/83, establishing customs relief to the import of certain goods,
 - o Charitable Commission: tasks and functioning,
 - o Article on taxation of NGOs in countries of the EU,

- Article on taxation of economic activities of public benefit organizations and tax treatment of sponsorship in France,
- Model provisions for a law affecting on public benefit organizations.

Other meeting:

Caroline Newman had the opportunity to discuss the drafting of legislation with Elena Scherbatsevich, head of the Social Department from the National Center of Legislative Activity. Ms. Scherbatsevich explained that she is responsible for preparing recommendations, and quite often to draft laws, as was the case with the draft Law on Humanitarian Assistance. Drafting of all legislation regarding the social sphere in the Republic of Belarus is under the mandate of her department. Unfortunately, her office is composed of 6 employees including herself who are given very short deadlines and have no models to refer to except for the Russian legislation as it is available in Russian. She explained the interest of the Center in obtaining laws from other countries. ICNL committed to provide the Center, via the Independent Society for Legal Research, with the appropriate legislation, other materials, and in person advice.

Trip Report
Second International Conference on
“Social Contracting, New Technology to Solve Social Problems in Ukraine”
Odessa, Ukraine
September 14-15, 2000¹

ICNL contributed to the Conference on Social Contracting, New Technology to Solve Social Problems in Ukraine.

ICNL was represented by three experts:

- Anatolij Tkachuk, ICNL regional director for NIS, (based in Kyiv)
- Caroline Newman, ICNL Program Manager, (based in Washington DC)
- Daimar Liiv, ICNL consultant (based in Estonia)

Each ICNL representative had the opportunity to make substantive presentations in the plenary session. These presentations addressed key issues regarding social contracting. Caroline Newman addressed the issue of mechanism of state financing of NGOs emphasizing on different types of subsidies and general procurement mechanisms. Anatolij Tkachuk addressed the issue of other mechanisms available in the existing Ukrainian legislation enabling local government to realize social programs. Daimar Liiv introduced the issue of “compacts” enabling the NGO sector to get organized under some umbrella organization in order to reach a global strategic cooperative agreement with the State as an alternative mechanism of NGO-Government cooperation.

The participants to the conference were divided into two groups after the plenary session.

The first working group led by V. Jakimets, a Russian expert on social partnerships discussed the adaptation of international experiences of social partnerships to the Ukrainian condition. This group was divided in several sub groups discussing specific issues including:

- The Hungarian “1% Law” led by Caroline Newman

The issue of the Hungarian 1% law was briefly discussed in the group because the issue is more a fiscal policy. The participants decided, in the light of presentations given by Mr. Tkachuk and Mrs. Newman during the plenary session, that they wanted to discuss the difference between “assistance” and “procurement” mechanisms. The mechanisms provided in the Ukrainian law on State Purchase of Services, Goods and Works, the Belarusian law on Social Services and the Regulation from Odessa were compared to identify these mechanisms. The outcome of the work was very positive and participants had a clear idea of the different mechanisms at the end of the session which they shared with other participants of the conference.

¹ Even though this training took place in September, this detailed report was not included in the last quarterly and is relevant for initiatives currently underway in social contracting.

- Community Foundations led by Vlaslav Kucherenosov, president of the fund "Citizens' Forum" in the Ukrainian town of Bojarka.

The participants clearly did not understand what a "community foundation" is and in more general terms, they did not understand what is a "foundation" (vs. a fund). Their approach was that community foundations are mechanisms where NGOs-Businesses-State cooperate instead of State-NGO cooperation mechanisms existing in social contracting.

- Compacts led by Daimar Liiv

At first reluctant to the idea of such general agreement because they perceived the initiative not practical enough, participants became more curious about the issue and manifested a sound interest in such global strategic agreement.

The second working group entitled "Technologic Aspects of Practical Introduction of Social Contracting in the Activities of State Bodies of Self Government, was led by Mr. Krupnik, deputy at the Odessa City Council and Director of the Institute on Social Technologies. Mr. Krupnik is also the leading drafter of the draft law on Social Contracting. The group discussed the latter draft. Mr. Tkachuk, as a leading expert in Ukraine on self-government legislation, actively participated in this group.

The issue which raised most controversy during the conference was the issue of procurement vs. social contracting. Ukraine enacted on February 22, 2000 a law on State Purchase of Goods, Services and Works. This law enables Commercial entities to participate in public tenders for the delivery of services, goods or works. NGOs, as well as individuals have been left out of this law. On the other hand the Odessa regulation, although named "regulation on Social Contracting" regulates two mechanisms: procurement for social services and municipal grants. NGOs only are eligible to participate in these contests. The issue of major concern was whether it was a good idea to have two separate mechanisms for procurement: one mechanism addressing social services where only NGOs would be eligible to apply, and another mechanism addressing other services, goods and works where only business entities would be eligible to apply. Or whether there should be one single mechanism for procurement addressing either social issues, or not, and where any person would be eligible to apply. In this case only grant mechanisms would be addressed only to NGOs. ICNL's contribution was essential in bringing up this problem in the current Ukrainian legislation.

As a result to ICNL's contribution to the conference, the drafters to the draft law on social contracting requested ICNL's assistance. ICNL's assistance was also requested to assist with the adaptation of the regulation on social contracting from Odessa to other regions of Ukraine.

Attachment to Trip Report

Participants: 69

NGOs from 11 Ukrainian regions, Moldova, and Russia; representatives of local governments from 10 Ukrainian regions and Moldova; experts from Ukraine, Russia, Belarus, Estonia and the United States; and Ukrainian businesses.

Agenda of the Conference

September 14

10:00 a.m. *Plenary Session*

Opening of the Conference: **President of the Association “KOVCHEG”, I. Kaminnik (Odessa)**

Opening: Secretary of Odessa City Council, representative of the organizational committee of the Conference, A. Prokopenko (Odessa)

Information about the program: “Ways to reform the Social Sphere in Ukraine”, S. Kostin (Odessa)

10:20 a.m. *Presentations*

“Social Contracting, Important Mechanism to Social Sphere Reform in Ukraine”, I. Kaminnik (Odessa)

“Mechanisms of Interaction between Government and NGOs in Russian Regions: Experience, Problems and Perspectives”, Institute of System Analysis, V. Jakimets (Moscow)

“Principal Problems and Tasks in Introducing Social Contracting in the Practice and work of State Bodies in Ukraine”, Director of the Institute on Social Technologies and deputy of Odessa City Council, A. Krupnik (Odessa)

“Various Mechanism of State Financing of NGOs”, ICNL program Manager, C. Newman (Washington)

“Alternative Mechanisms of Cooperation between NGOs and the State”, ICNL Consultant, D. Liiv (Tallinn)

“Methods for Economic and Non-economic Interaction between the State and NGOs”, Director on Legal Department on NAN, N. Khananashvili (Moscow)

11:45 a.m. *Coffee Break*

12:15 a.m. *Presentations*

“Implementation of Ukrainian Legislation on the Competence of Municipal Bodies in realizing Social Programs”, ICNL regional director, A. Tkachuk (Kyiv)

“Role of Social Contracting in Systems of Population Social Protection”, Head of the Department of Social Protection of Kharkiv government, S. Gorbunova-Ruban (Kharkiv)

“Legal guaranties of participation of NGOs in the realization of Social Politics”: Head of the Social Legislation Department of the National Center of Legislative Activity under the Auspices of the President of the Republic of Belarus, E. Shcherbatsevich (Minsk)

“Model of Social Partnerships in Small Cities of Ukraine”, President of the Fund “Civil Forum”, V. Kucherenosov (Bojarka)

“Contest Mechanisms in Social Contracting System, (experience of Nizhnij Novgorod Region)”, lawyer from association “Sluzhenie”, N. Zemskova (Nizhnij Novgorod)

“Role of Social Contracting in Speeding Up the Work of Organizations Providing Social Assistance”, representative of the Independent Center on Social Analysis, A. Andriushenko (Kharkiv)

“On the Socio-Economic and Socio-political Justification of Introduction of Mechanisms of Social Contracting in Ukraine” Deputy Director of the Institute on Social Technologies, V. Budrin (Odessa)

2:00 p.m. *Lunch*

3:00 p.m. *Working Group Sessions*

Group 1: *“Adaptation of International Experiences of Social Partnerships to the Ukrainian Condition”*, led by V. Jakimets

Group 2: *“Technologic Aspects of Practical Introduction of Social Contracting in the Activities of State Bodies of Self Government”*, led by A. Krupnik

7:00 p.m. *Dinner*

September 15

11:00 a.m. *Working Group Sessions*

1:30 p.m. *Lunch*

2:30 p.m. *Discussion and Conclusions of Working Groups*

4:00 p.m. *Coffee Break*

4:30 p.m. *Discussion on the Perspective of Development of Social Partnership In Ukraine at the National Level and Abroad.*

5:45 p.m. *Closure of Conference*

ATTACHMENT 7

Elwyn Trip Report

**Counterpart Alliance for Partnership
ELWYN
Trip Report
October 14 to October 19, 2000**

I. Purpose of Trip

The purpose of this field visit was to attend the all grantees conference held in Kiev, Ukraine. Additionally, meetings were held with Elwyn's NGO partners to discuss training and technical assistance needs.

II. Names of Travelers/Dates of Travel

Project Coordinator, Rose Barbella was the lone traveler for the dates, October 14 through 19.

Two Elwyn consultants, Jane Pollini and Allen Samuels, arrived at the conference site on October 17 and conducted 4 days of training for NGO partners on Job Development and Business Planning. A separate trip report specifying their activities has been submitted.

III. Detailed Schedule

- October 14 – 15: Travel to Kiev, Ukraine
- October 16: CAP Partner meeting held in CAP Kiev offices from 10:00 a.m. to 2:30 p.m.
Travel to Pusha Ozerna
Attend conference Opening Ceremonies and Reception
- October 17: Conference Panel presentations from 10:00 to 1:45 p.m.
Meet with CAP Kiev staff
Meet with Counterpart Washington staff
Arrival of Elwyn training consultants
- October 18 Meet with interested NGOs on sexuality training needs
Meet with Elwyn consultants
Meet with Kate Reid, CAP Minsk
Visit conference session on "I and R" presented by Jim Varpness, SAWSO consultant.
Meet with CAP staff
Meet with representatives of an organization called The Ukrainian Social Investment Fund
Interview by CCC staff for CAP bi-monthly newsletter
- October 19 Attend panel presentation: synopsis of conference training seminars
Meet with NGO partners
Visit CAP Kiev office
Leave for Borispyl Airport

IV. Narrative

The third all grantees conference provided an excellent opportunity for networking by the NGO representatives from Belarus and Ukraine with each other as well as facilitated interaction by the participants with the training consultants, USAID and the US project coordinators.

The conference was very well organized and professionally conducted. The added advantage of training seminars beginning at the end of the conference was well utilized.

The selection of presenters was excellent. A wide range of experience and methodology was available to the participants. The themed activities added to the air of professionalism and importance. The entire conference affirmed the value and respect CAP has for the NGOs' work and existence

On October 18, Bram Bailey, SAWSO Project Coordinator, and Rose Barbella, Elwyn Project Coordinator, met with over 70 NGO leaders and staff to identify needs in dealing with sexuality issues with the sectors that they serve. Several themes emerging from the hour-long discussion included:

- Growing awareness and sexual desire in adolescents with disabilities
- HIV/AIDS prevention programs focused on incarcerated youth
- Dealing with institutional sexual behavior (gender-specific issues)
- Sex education programming
- Counseling techniques in discussing sexuality issues
- Aberrant sexual behavior
- Peer Education programs
- HIV/AIDS, sexuality issues and rural areas

The result of this meeting will be the development of a seminar to address as many of the critical needs areas as possible.

At Hugh Orozco's request, Rose Barbella met with representatives of The Ukrainian Social Investment Fund (USIF). The focus of the meeting was USIF's interest in contracting Elwyn to provide training to their staff.

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ELWYN
Trip Report
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Meet with Counterpart Washington staff
Arrival of Elwyn training consultants

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Meet with CAP staff
Meet with representatives of an organization called The Ukrainian Social Investment Fund
Interview by CCC staff for CAP bi-monthly newsletter

October 19 Attend panel presentation: synopsis of conference training seminars
Meet with NGO partners
Visit CAP Kiev office
Leave for Borispyl Airport

ELWYN
COUNTERPART ALLIANCE FOR PARTNERSHIP
Technical Assistance Report

Name of NGO: See listing below

Address:

Phone:

Fax:

Date: October 22, 2000

NGO Representatives (name and position):

Marina Gonabobleva	Vocational Trainer
Alexandr Mikievich	Executive Director
Vladomir Sukkostovets	Deputy Director
Golina Sardyukova	Financial Director
Alexandr Rodin	Executive Director

Elwyn consultant(s): Jane Pollini, Executive Director, Work Services Division, Elwyn, Inc

Description of Activities/Visit:

The participants signed up for the technical assistance topic they preferred: business planning or job development. The participants decided that they would prefer to meet with the consultants in two separate groups rather than individually, in order to gain information from each other's questions. I met with the business plan group.

The discussion was free flowing and the agenda was set by the broad range of questions asked. One question, in particular, focused on the cost per day for rehabilitation services in the United States. It was discussed that variables such as type/extent of disability, services needed/offered, duration of service, provider, location of service are important in determining the cost per individual. I advised that these variables were factors, which should be considered as part of the development of a business plan.

There were several questions regarding the type of information that might be obtained via the Internet regarding business planning. Discussion regarding specific parts of business plans was held. Participants did not come with existing business plans, which was suggested for this session.

ELWYN
COUNTERPART ALLIANCE FOR PARTNERSHIP
Technical Assistance Report

Name of NGO: See listing below

Address:

Phone:

Fax:

Date: October 22, 2000

NGO Representatives (name and position):

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Alexandr Mikievich	Executive Director
Vladimir Sukkostovets	Deputy Director
Golina Sardyukova	Financial Director
Alexandr Rodin	Executive Director

Elwyn consultant(s):

Jane Pollini, Executive Director, Work Services
Division, Elwyn, Inc

Description of Activities/Visit:

The participants signed up for the technical assistance topic they preferred: business planning or job development. The participants decided that they would prefer to meet with the consultants in two separate groups rather than individually, in order to gain information from each other's questions. I met with the business plan group.

The discussion was free flowing and the agenda was set by the broad range of questions asked. One question, in particular, focused on the cost per day for rehabilitation services in the United States. It was discussed that variables such as type/extent of disability, services needed/offered, duration of service, provider, location of service are important in determining the cost per individual. I advised that these variables were factors, which should be considered as part of the development of a business plan.

There were several questions regarding the type of information that might be obtained via the Internet regarding business planning. Discussion regarding specific parts of business plans was held. Participants did not come with existing business plans, which was suggested for this session.

My general recommendation is that when the NGO partners develop business plans, they focus on the realities of their own environment. It is also recommended that

those NGOs who do not have a business plan begin to create one. Through questioning in class, it appeared that a number of participants have received training in business planning but very few have actually developed plans. I would encourage all participants to pursue this further.

Finally, it appeared that some information requested by a few of the participants was related to accessing US markets for the purpose of doing business. These questions were redirected to business planning.

Plans/Recommendations for Follow-up:

- Sample copies of Elwyn customer satisfaction surveys and a sample cover letter (see attached) will be sent to NGO partners attending training. The documents should be used as a template and altered to meet the needs of each individual NGO.
- Business plans may be sent for review.
- Follow-up with NGOs to encourage business planning be completed.

COUNTERPART ALLIANCE FOR PARTNERSHIPS

TECHNICAL ASSISTANCE REPORT

Name(s) of NGO(s):

1. Sumy City Society for Assistance to Children with Mental Disabilities
2. Public Society-Aid to Invalids
3. Special School of Life
4. Kiev City Center of Social & Vocational Rehabilitation

NGO Representative(s):

1. Dmitriy Kuzmenko, Director and Anatolij Lukyanitsa, Consultant
2. Andrey Shevchuk, Head of Board of Directors
3. Maria Shchibrik, Director/Consultant
4. Alexandr Rodin, Executive Director

Date: Sunday October 22, 2000

Elwyn Consultant: Allen J. Samuels, Director of Vocational/Work Services
Training School at Vineland (New Jersey)

CAP Staff: Vlad Garaschenko

Description of Activities/Services:

Specific questions were answered from the above-mentioned NGOs regarding placement of persons with disabilities into employment. Additionally marketing approaches to achieve this goal and how critical a role marketing plays in achieving placement outcomes were discussed. I provided examples of approaches that have worked successfully in the United States and spoke on how such approaches could be duplicated within Ukraine.

Utilizing examples as frequently as possible, I attempted to demonstrate ways that Ukrainian NGOs could approach local government officials to provide needed services that they themselves do not have time or manpower to provide. I explained how, through such voluntary acts, NGOs can achieve these goals. These included:

- Provide an avenue of developing work competencies in persons with disabilities.
- Show the general public that persons with disabilities can contribute and give back to their communities.

- Can convince local governments to find funds to support continued provision of needed services that the public finds worthwhile.

I spoke, as well, about market analysis. I discussed the importance of having a working knowledge of where the jobs are in each NGO's geographic region. I showed the NGOs some statistical information in regards to the Ukrainian job market and the percentages of employment that exist in manufacturing, services, and agriculture. With such information, I explained how they could use this data to devise a planned approach to achieving their desired placement and development outcomes.

I also answered some additional questions from some participants regarding their business planning efforts, providing advice and recommendations as requested.

Plans/Recommendations for Follow-up:

In conclusion, I emphasized that the examples I provided regarding marketing and job development do not need to be complicated. I encouraged a "keep it simple" approach to marketing and selling services as a first step. Successes and positive outcomes generated can always be included in later marketing pieces or brochures. Finally, I tried to emphasize that hearing the word "NO" is part of the process and not to be dismayed when rejected or suggestions are turned down. I encouraged them to go out and make proposals to businesses and local governments. Hear the word "no" and keep detailed notes on dates and persons spoken with so follow-up can be done three to six months with the same proposal. Persistence can reap tremendous benefits in achieving the NGO's mission.

ATTACHMENT 8

ARTS Trip Report

I. Purpose of Trip

This was the fourth trip of ARTS' contract with Counterpart International to provide training and technical assistance in Ukraine and Belarus. The first three visits consisted of fact-finding; assessment of the community/governmental ecology; orientation and rapport building with treatment providers; CAP personnel and governmental leaders; and training on basic scientific concepts covering the etiology of substance dependence and empirically based treatment methods. The April-May 2000 trip added the following technical assistance elements:

- Substance Abuse Prevention (adolescent and school age children)
- Treatments for adolescents
- Pharmacological Treatments
- Specialized training for "ex addicts"
- Treatment of women
- Therapeutic Communities

As the two-year extension contract with Counterpart nears an end, with the possibility of no continuation of funding, ARTS' goal for the October trip was to provide practical, transferable, intensive training of the most *important interventions* for Ukraine. "Important Interventions" are defined as skill driven treatments or prevention/intervention strategies that reduce the greatest amount of mortality and morbidity.

Intervention Training included:

- Therapeutic Community
- HIV Prevention utilizing Street Outreach techniques
- Cognitive-Behavioral Therapy for Adults and Adolescents

II. ARTS Faculty

John T. Brewster, MSW, CAC III

Associate Professor, University of Colorado School of Medicine

Director, Addiction Research and Treatment Services

US Project Director – Ukraine/Belarus Drug and Alcohol Sector, Counterpart International

Robert Booth, Ph.D.

Professor, University of Colorado School of Medicine

Director, Project Safe, Treatment induction and HIV prevention research

Member, National AIDS Advisory Council

Jane Kennedy, DO

Associate Clinical Professor of Psychiatry, University of Colorado School of Medicine. Board-certified in Psychiatry with Added Qualifications in Addiction Psychiatry, and certified by the American Society of Addiction

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Medicine.

Board of Colorado Medical Examiners

Paula Riggs, MD

Director of Adolescent Psychiatric Services and Assistant Professor of Psychiatry for the Addiction Research and Treatment Services, University of Colorado Health Sciences Center, School of Medicine. Nationally recognized scholar and clinician, specializing in the treatment of adolescents with substance and co-occurring psychiatric disorders.

Paul Thompson, CACIII

Senior Certified Addictions Counselor. Clinical Coordinator of an 80 bed Therapeutic Community treating men, at the Addiction Research and Treatment Services, University of Colorado Health Sciences Center. Mr. Thompson is a former heroin addict with ten years of abstinence.

Ann Moore, LCSW, CACIII

Instructor in Psychiatry, Director of Women's Services and The Haven Therapeutic Community, Addiction Research and Treatment Services, University of Colorado Health Sciences Center.

III. Detailed Schedule

October 15th Arrive in Kiev at Borispol Airport
Stay at the Hotel Ukraine - Rest

October 16th

10 a.m. Partners meeting at CAP office

To the Pushcha Ozernaya (Conference Center) for conference from Oct.16 till Oct.22

4p.m. Opening Ceremony at the Pushcha Ozernaya (Recreation Center)

October 17th - 19th

CAP Conference at the Pushcha Ozernaya (Recreation Center)

October 18th Meeting with Dr. Zilberblatt, Director, Kiev Regional Hospital

October 19th

1 p.m. Closing Ceremony of CAP Conference

2 p.m. ARTS training begins

- Therapeutic Community
- Cognitive Behavioral Therapy
- HIV Community Outreach

October 19th - 22nd ARTS training continued

October 22nd -

8:50 p.m. TO ODESSA by train

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October 23rd

8a.m. Arrive in Odessa (to Hotel Krasnaya)
11:30 a.m. Chief Drug Addiction Treatment Officer, Odessa Regional Clinic
M.D., Nadezhda Nikiforovna Fedorova
3p.m. Odessa Region AIDS Treatment Center/NGO Future without AIDS
M.D., Oleg Penin, Chief Doctor of the Center
M.D., Vitaly Novosvtny, Deputy
Valery Pakhomov, NGO Director

October 24th

10a.m. NGO Faith, Hope, Love
Nataliya Kitsenko NGO Director
Gagarinskaya Plato 1, recreation center "Pogranichnikov"
5p.m. NGO Stupeni
Alexandr Ahmerov NGO Director
Razumovskogo St., 1/3 (ex-Ordzhinikidze St.) tel. 732-77-28; 28-69-72.

October 25th

10a.m. NGO Way to Home
Oksana Ilchenko NGO Director
Bolshaya Arnautskaya 2,
Take train to Kiev

October 26th

8:00 a.m. Arrive in Kiev (going to Hotel Ukraine)
2:15 p.m. Leave Kiev

IV. Training – Intensive training, based on “Trainer of Trainers” model was conducted over a four day period; October 19th - 22nd.

Therapeutic Community – (Paul Thompson and Ann Moore)

Day 1

9:00a.m. – 10:15a.m.

Introductions

10:15a.m. – 10:30a.m

Training overview

10:30a.m. – 10:45a.m.

10:45 a.m. – 11:30 a.m.

Brief overview of what a T.C. is

- Condensed version of General training
- Client Government
- Phases
- Staff roles (recovering vs. non)

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11:30a.m. – 12:00p.m.

Q&A

12:00 p.m. – 1:30 p.m.

Lunch

1:30 - 4:30 p.m. (T.C. structure)

All participants go to Orientation.

The following topics were briefly discussed, and examples were given:

- Concepts
- Haircuts
- Discipline
- (Break)
- Program tools
- Monad
- Pull ups
- Trims
- Work out
- Game
- Morning meeting
- Stashes & Pulling covers

Participants were required to take the morning meeting concept home and prepare for the morning meeting.

Day 2

9:00 a.m.

Everyone probed to phase I

9:30 a.m.- 10:00 a.m. Morning Meeting

10:00 a.m. – 10:30 a.m. Support

10:30 a.m. – 11:00 a.m. Monad/Trims

11:00 a.m. – 11:30 a.m. Criminal Mask Concept

11:30 p.m. – 1:00 p.m. Lunch

1:00 p.m. – 3:45 p.m. Participants placed into the appropriate phases and government members are chosen

1:30 p.m. – 2:00 p.m. Game Concept

2:00 p.m. – 3:00 p.m. Game

3:00 p.m. – 3:15 p.m. Break

3:15 p.m. - 3:45 p.m. Phase progressions

3:45 p.m. – 4:15 p.m. Haircut concept and examples

4:15 p.m. – 5:00 p.m. - Question and answers

5:00 p.m. – 5:30 p.m. - Participants will decide amongst themselves the name of their program. It must mean something

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Day 3

9:00 a.m.– 10:30 a.m.	Haircuts
10:30 a.m. – 10 50 a.m.	Break
10:50 a.m. – 12:00 p.m.	Re-Entry
12:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 2:30 p.m.	Graduation
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 4:00 p.m.	Final Questions and answers

HIV Prevention Utilizing Street Outreach Techniques – (Bob Booth and Tom Brewster)

- Review survey findings
- Become familiar with street outreach
- Learn the principles of HIV prevention intervention models shown to be effective
- Practice street outreach
- Finalize recommended intervention model

Cognitive Behavioral Therapy – (Drs. Jane Kennedy and Paula Riggs)

- What is CBT?
- Components of CBT
- CBT Basics – Critical Tasks
- CBT Basics: Structure and Format
- CBT Basics – Exclusions
- CBT Basics -Special Populations
- Modifications for Adolescents
- Functional Analysis: Examine Determinants of Drug Use
- Skills Training
- Skills Training : Practice exercises
- Structure and Format of Sessions
- Treatment Contract
- Coping with Craving
- Refusal Skills/Assertiveness
- Seemingly Irrelevant Decisions
- Problem-Solving
- An All-Purpose Coping Plan
- Personal Emergency Plan
- Anger Management
- Negative Mood States
- Enhancing Social Support
- Significant Others/Couples/Family
- Family Involvement: Modifications for Adolescents
- HIV Risk Reduction
- Termination

V. Technical Assistance –

Kiev, Ukraine

On October 18th the ARTS faculty met with Dr. Zilberblatt, Director of the Kiev Regional Hospital to discuss opening a Therapeutic Community and Buprenorphine Maintenance Outpatient Clinic. Dr. Zilberblatt has long been supportive of these treatment programs and expressed his willingness to model the programs for Ukraine.

The purpose of this meeting was to discuss the logistics of initiating these clinical services. Specifics included how to obtain and pay for Buprenorphine from Health of Nations, the Ukraine based manufacturing company, which produces Buprenorphine. We also discussed which psychiatric ward would be best to use for the Therapeutic Community. We agreed that his forensic ward would be best suited for this treatment. We also planned to bring Dr. Zilberblatt to the Addiction Research and Treatment Services in the United States in order for him to be trained by ARTS Medical School clinical staff on the implementation of opiate replacement therapy.

Odessa, Ukraine

The purpose for visiting Odessa was to examine the drug use environment, which was quite different from Kiev. We also wanted to establish relationships with NGOs capable of participating in research to study the effectiveness of Outreach HIV Prevention programs. We also wanted to explore the possibility of NGO's interested and able to open an opiate replacement clinic, as discussed with Dr. Zilberblatt in Kiev.

The ARTS faculty visited two needle exchange programs, a treatment program and the university Department of Psychiatry. At the University, we met with the Chairman of the Department, Dr. Budzinsky. This was a most interesting visit on several counts because Dr. Budzinsky was challenging and abrupt and had negative experiences with US "do gooders". He was both charming and insulting, but engaging, with an excellent intellectual understanding of the substance problems besetting his country.

We met with representatives of the NGO Faith, Hope, Love, Nataliya Kitsenko Director. This proved to be a very successful visit in that Faith, Hope, Love is an excellent community-based HIV prevention outreach program, including a well developed needle exchange program. The staff took the ARTS faculty to a location, just outside a "Gypsy Village", where 60% to 80% of the poppy straw (narcotics) are produced for Odessa. We accompanied outreach personnel to a spot outside the "village", and observed as they handed out clean syringes to addicts walking some 200 yards to our location. We learned that drug dealers, pre-load syringes with poppy straw and sell the paraphernalia with the drug, making needle exchange almost useless.

Notes

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ATTACHMENT 9
SAWSO Trip Report

Salvation Army World Service Office (SAWSO) October to December 2000 Technical Assistance Report

I. Program Activities for the Period

a. Sector-specific training

SAWSO conducted two workshops during his quarter.

In the first workshop, SAWSO consultants James Varpness, Executive Director of the Minnesota Board on Aging and the State Agency on Aging, conducted a two-day workshop on helping NGOs design and develop Information and Referral/Assistance (I&R/A) Services. The workshop was part of the annual meeting for all CAP grantees, held in early October. I&R/A provide support to people in need by helping them assess their needs, identify the services most appropriate to meet those needs and linking them to the organizations providing those services. In addition, I&R/As collect information and make data available to support community needs assessment and community planning activities.

The workshop focused on the development of a classification system and a resource file, data collection and analysis, training of staff, and promotion and access to the service. The workshop also focused on information giving, making referrals, education and counseling, follow-up and advocacy, and strategies for collaborating across sectors.

SAWSO Consultant Bram Bailey conducted a one-day workshop on promoting behavior change in HIV/AIDS prevention programs. The workshop was part of three-day workshop for Ukrainian organizations working in HIV/AIDS care and prevention. The workshop was a collaborative effort between CAP and the Ukrainian Ministry of Health and coincided with AIDS Day December 1st, 2000.

The workshop focussed on bridging the gap from knowledge to behavior change specifically in working with Youth on the prevention of HIV/AIDS. It focused on building skills in communication, decision-making, thinking, developing relationships, and dealing with emotions.

b. Specialized technical assistance

SAWSO consultant James Varpness provided TA to NGOs on issues related to the setting up and running of Information and Referral System. The TA was conducted via e-mail.

c. Staff development activities

SAWSO did not conduct any staff development activities for CAP staff during this quarter.

II. Program Impacts and Results for the Period

Revised Indicators for the extension period were included in previous quarterly reports, since then two more have been identified, based on current TA and Training foci.

a. Training/ Technical assistance

- # of Ukrainian and Belarusian NGOs with intergenerational components

Networking and Advocacy

- # of Information and Referral Systems Developed (target is Kiev, Odessa, Minsk)

III. Lessons Learned

Check with CAP staff.

IV. Success Stories

Check with CAP staff.

IV. Next Quarter Activities

- a. SAWSO will conduct a workshop on counseling in the HIV/AIDS context.
- b. SAWSO will conduct a mini-assessment on CAP NGOs and other groups that already have some form of Information and Referral/Assistance program and NGO Resource that could develop Information and Referral/Assistance programs.

