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**AMERICAN COMMITTEE FOR AID TO POLAND  
GRANT # EUR-0158-G-00-1087-03  
FIRST QUARTER FY94 REPORT  
October 1st - December 30th, 1993**

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The American Committee for Aid to Poland has received support from the U.S. Agency for International Development since 1992. The purpose of this grant is to enhance our ability to execute programs that will assist in the development of a viable and lasting democracy in Poland. More specifically, ACAP develops and carries out programs that encourage civic and individual self-help and related non-governmental activities on both a local and national level. In addition, ACAP assists other American organizations in developing and implementing private, voluntary and nonprofit efforts to assist Poland in the transition to democracy and a free market system.

As the needs of the nonprofit sector have changed and Polish nongovernmental organizations (NGOs) have increased in numbers and become more diverse and sophisticated in their activities, likewise, ACAP's activities and programs have evolved. We are grateful to the U.S. Agency for International Development whose support in the form of an institutional development grant has enabled ACAP to be flexible and responsive to initiatives and developments in the Polish nonprofit sector.

A major part of ACAP's current efforts focuses on encouraging the concept of self-help and volunteerism and building a network of private voluntary organizations in Poland through institutional capacity building in the nonprofit sector. Both our American and Polish staff provide many communications-related and technical services to facilitate and support the efforts of NGOs in Poland. One program which probably offers the clearest illustration of ACAP's commitment to Polish self-help efforts involves a civic participation and community development project in the Ochota district of Warsaw working through a local association of self-help groups.

**I. SUMMARY OF ACCOMPLISHMENTS: October - December 1993**

ACAP staff accomplished the following during the first quarter:

- o Chaired one meeting of American FVOs and government agencies with programs in Poland attended by approximately 45 people. At our twenty-eighth meeting, we convened a panel of respected Polish journalists to share their views and answer questions about the Polish parliamentary elections which had taken place in September.

- Mailed reports of our PVO Consortium meeting to more than 250 recipients in the U.S. and Poland.
- ACAP and OIC international organized and conducted a workshop for American PVOs active in East Central Europe entitled, "Lessons Learned and New Directions," in Lublin, Poland.
- ACAP/Warsaw provided technical support and organizational assistance for the Polish American Conference in Community Self-Help which took place outside of Gdańsk in early October.
- ACAP/Warsaw continued active involvement in training activities for NGOs in Poland by collaborating with the Foundation for Social and Economic Initiatives and with BORIS, the Service Office for the Self-Help Movement, in planning and facilitating fundraising and proposal writing workshops for NGOs, including the Ochota Association; and by assisting in the development and application of the Polish Foundation for Children and Youth's Leadership Enhancement Program for NGO and youth leaders.
- ACAP/Warsaw was involved in ongoing consultations with BORIS and a United Nations volunteer concerning plans for a pilot Volunteer Project to structure a program for Polish volunteers to assist in Warsaw area social services.
- ACAP/Warsaw continued to provide assistance to an increasing number of American and Polish government and non-profit organizations involved in a variety of activities through information and referral, consultative advising and coordination meetings - both in the U.S. and in Poland.
- ACAP U.S. staff conducted three visits to Warsaw: two trips were for management purposes and a third visit was made by ACAP's President for the PVO Workshop in Lublin and funded separately by USAID.
- Conducted intensive discussion between ACAP's American and Polish staff, including a staff planning retreat, to develop organizational and fundraising strategies to carry ACAP/Warsaw from the present into the post-ACAP period.

## II. SUPPORTING GRASSROOTS INITIATIVES IN OCHOTA

The objective of this program is to foster a sense of self-reliance, responsibility, and cooperation on the part of Polish citizens to address local needs and, thus, to encourage civic participation - in its broadest sense. Our program is designed to assist local leaders in Ochota in demonstrating the benefits of activities inspired and directed by community groups, and of working together and with elected local government officials to deal with common problems. With the aim of further developing this pioneering community association, ACAP provides support for the Ochota Association Coordinator and Association office through our A.I.D. grant.

### A. Activities

#### 1. Organizational Development:

##### a. *The Ochota Association Coordinator*

The Ochota Association Coordinator continues to do an excellent job coordinating Association activities, forming the locus of communications between member groups, and identifying potential resources. In addition to her constant communication with the membership, the leadership team and ACAP/Warsaw, she submits timely, accurate and informative reports on a regular basis to our U.S. office.

During the period covered by this report, she organized two important organizational meetings of the Association membership to resolve issues relative to the legalization process, to arrange the schedule of activities for the Association office and to develop a plan for the seed grant program. She is keeping watch over the Goodwill project which is being undertaken by the Catholic Association for Disabled Persons (a member group of the Ochota Association). She served as liaison with the Delphi International Group to plan the final segment of their training program in Ochota, scheduled for January 1994. And she coordinated meetings for ACAP's U.S. staff with various members of the Association.

##### b. *Legal Status of the Ochota Association*

The Ochota Association was not successful in their first attempt to secure legal status. However, the Association Coordinator has been able to keep up the momentum by seeking out additional legal assistance. Despite their discouraging experience with the tedious and lengthy application process, the Association leadership and the membership alike are convinced that this is a necessary step and they are committed to the overall concept of working together to benefit the community.

Another organizational meeting will take place in early January where the final decisions are to be made regarding the new application. The Association is convinced that this effort will be successful.

*c. The Ochota Association Office*

The new Ochota Association has been operational since the summer. The office has been appropriately equipped with the exception of a telephone, which they expect to have before long. Beginning in the fall, the Association leadership felt that a more organized approach was necessary to see that the office was being optimally utilized and a schedule was developed to allow for therapy sessions for disabled children, training programs and other activities.

The member groups organized a roster of volunteers to staff the office, when it is not being staffed by the half-time Coordinator. (The plan to hire a full-time office assistant through a government program to employ the disabled has been temporarily put on hold since the new Polish government is re-examining this program.) Following the January open membership meeting, the Association Coordinator expects to reorganize the schedule of activities and the volunteer staff roster to allow for broader participation of potential new members.

**2. Program Development**

*a. Seed Grant Program*

The concept of supporting Association-sponsored community projects through a seed grant program originated with the Delphi International Group's training program in Ochota last year. Although the Association's proposal to fund the seed grant program was declined by the Stefan Batory Foundation last summer, the Association members were still determined to secure funding for the project and they appealed to Delphi. In response, we understand that Delphi has promised seed grant support. A committee has been organized and discussions will continue with Delphi regarding criteria for the program.

Following the January organizational meeting of the Association membership, the inauguration of the seed grant program will be the first priority for 1994. The Association Coordinator and the leadership feel strongly that the member groups will be invigorated by the program and many of the proposed projects that were developed in the course of the previous Delphi training will be able to be instituted.

**b. Goodwill Project in Ochota**

ACAP's U.S. staff and the Ochota Coordinator have been facilitating communication between the Ochota Association and Goodwill Industries, International throughout the quarter. The Catholic Association for Disabled Persons, one of the Association's member groups, has taken on responsibility for establishing a Goodwill-type retail facility which will provide employment and training for disabled people in Ochota. A business plan was developed with the assistance of an American woman who is retired from the retail industry and was referred by Goodwill. The business plan is being discussed with the Goodwill advisory team who visited Ochota last spring and it will apparently require some revision. A project manager has been identified by the Catholic Association for Disabled Persons. She will be trained by Goodwill through an internship at a Goodwill in the U.S. sometime in 1994.

Eventually, the Ochota Association hopes to use the retail facility as the foundation for a larger project to train and generate employment for the disabled. In the meantime, it will require a good deal of effort to get the retail project off the ground. Recent changes in local politics may make it difficult to secure support from the local government.

**c. Additional Training and Resources**

The availability of local resources and access to support from within the community continues to be an important issue. Some of the member groups have been engaged in various fundraising efforts for their individual service groups. In November, ACAP's Warsaw Office Director presented a fundraising workshop for Association members and it was well-received. ACAP's U.S. staff is compiling a resource list of potential funding sources, including foundations and American companies in Poland. This information will become a part of the Association's planned resource library.

As mentioned, the Delphi International Group will be offering an additional training module in January 1994. In response to the needs identified by the Association membership, the topics will be leadership development and negotiation and conflict resolution (to be presented by the Warsaw Center for Negotiation and Conflict Resolution). The Association Coordinator has been assisting Delphi with communications and logistics for the January training.

**d. The Ochota Center**

Specific planning for the Ochota Center had to be postponed this quarter as attention has been focused upon the legalization process. This essential step to gain legal recognition of the Association will be necessary before the Association can initiate fundraising efforts, or acquire additional property and equipment for the Center. ACAP remains committed to supporting the

establishment of the Ochota Center through facilitating links with the types of resources and partners that could contribute to the project. We are encouraging the Association to seek information and engage in discussions with like-minded and potentially supportive organizations in Poland.

**e. Other Complementary Activities**

ACAP continues to support parallel activities that contribute to the goals of the Ochota project. ACAP is interested in keeping up the momentum in Ochota and supporting other related activity in the community. For instance, we have been facilitating communication between the Ochota Association and Ashoka, an American organization which is currently seeking funds to support social entrepreneurial fellowships; two potential candidates have been proposed from Ochota.

The Association Coordinator has made efforts to improve the visibility of the Association and to encourage others to attend Association meetings. Notices about meetings are posted around the community and an advertisement was placed in the Ochota section of a large Warsaw newspaper. The Association Coordinator and several Association members were featured on a local radio discussion program in November. We hope that this type of attention will precipitate dialogue and shared activity between the Ochota Association and other Polish groups.

Through the Ochota Coordinator, our Warsaw office will continue to play a role in linking the Ochota Association with pertinent indigenous community initiatives to encourage the sharing of information and ideas. In the U.S., we will continue our efforts to identify potential resources and partners for complementary and supportive projects in Ochota - in addition to promoting the Ochota Center.

**B. Evaluation and Conclusions**

In October, local elections were held in Ochota following a bitter electoral campaign. The former mayor of Ochota, who had been favorably disposed toward the Association and supportive of its aims and activities, lost the election by a very small margin. In November the Director of the Ochota Social Work Center hosted a gathering to which she invited the new local government officials. The intent was to demonstrate the new services of the center (which have evolved far beyond the traditional dispensing of social insurance benefits) and she invited members of the Ochota Association whose activities complemented those of the center. Unfortunately, the new local administration seems so far to be interested in purging the district of anything connected to the former administration and so far has displayed little understanding

of the positive role of nongovernmental, citizens initiatives. The Association Coordinator and leadership have expressed dismay at the direction things seem to be taking and Association members are concerned. The recent political events underline the importance of creating strong nongovernmental organizations that can operate independently from the government. ACAP will be watching the situation closely.

We believe that enough progress has been made to sustain the Association's efforts despite the seemingly adverse political climate. The members remain fully convinced of the benefits of working together to improve their community and meet social needs and to the vision of the Ochota Center. We are hopeful that some of the community service projects that will be supported through the Seed Grant Program will have an important demonstrative effect and give the Association members renewed confidence.

The Coordinator continues to play an essential role in keeping things going on a practical level as well as serving as an advocate for the Association. The support that ACAP has been able to contribute - in the form of the Coordinator and the Association office and the invaluable assistance of ACAP/Warsaw - have been and will continue to be critical to the effort. The Association may well have to seek greater support from outside of the local district for the time being, and so we will encourage their efforts to reach out to other communities and potential partners in Poland and abroad. We will continue to seek out appropriate complementary activities to enhance the Ochota project through our well-established relationships among American PVOs active in Poland and elsewhere.

In the next year, we anticipate working more closely with the Association to develop a more coherent fundraising strategy to support the future Ochota Center - more specifically, by identifying potential resources and writing letters of support. It is our view that the establishment of the Ochota Center will be the key to sustaining this pioneering citizens participation/community development project. ACAP is committed to playing an active part in the Ochota project for the next two years. We are hopeful that by the time the ACAP office in the U.S. closes its doors in 1995, the Ochota Association will be a significant grassroots force in the community and will provide a model for other communities throughout the region.

### III. MAKING ASSISTANCE RESPONSIVE AND EFFECTIVE

#### A. Activities

##### 1. ACAP/U.S.

###### a. PVO Consortium

ACAP's PVO Consortium meetings provide an important forum for the sharing of information, ideas and experiences and coordinating efforts among nonprofit and government organizations that are working in Poland. Through these meetings, ACAP also endeavors to keep participants abreast of current political, social and economic developments in Poland.

During this period, ACAP chaired one meeting of the PVO consortium. Our twenty-eighth meeting was held in late October, one month after the Polish parliamentary elections. We convened a panel of three prominent Polish journalists to share their views and answer questions from consortium members regarding the election and its aftermath. Approximately 45 people attended and reports of the meeting were sent to 254 recipients in the U.S. and Poland. (See Appendix A for a copy of the meeting report.)

###### b. Women's Partnership Work Group

The Working Group for Women's Partnerships (which we initiated during the second quarter of FY93) held its fifth meeting in early November. Our guest was Ewa Wierzynska, a feature writer for Rzeczpospolita who often writes on women's issues. She shared a recent statistical survey on the status and attitudes of women in Poland. In addition, the group collectively identified potential resources to assist several Polish women's organizations that have been associated with the League of Women Voters project.

The structure of this work group and its meetings are intentionally less centralized than our larger PVO Consortium. For instance, beginning with its next meeting, the Women's Partnership Work Group meeting will have a rotating organizer/facilitator. This will allow for broad participation and, hopefully, the possibility that the work group will have the capacity to outlive ACAP.

###### c. USAID Lessons Learned Regional Workshop

During this quarter, ACAP devoted considerable time to a project, carried out in conjunction with OIC International, to coordinate and host a regional workshop for American PVOs engaged in certain USAID-funded projects in Eastern and Central Europe.

ACAP's headquarters employed a part-time staff member to assist in coordinating the project. ACAP's President and Financial Officer were activity engaged in the planning process and overseeing the project. (This activity was funded separately by USAID, European Bureau.)

In November 1993, ACAP and OIC International (Opportunities Industrialization Centers, International) co-hosted in Lublin, Poland, a workshop for American and Eastern European representatives of U.S. private voluntary organizations (PVOs) from throughout the region. The workshop was undertaken at the request of USAID. AID representatives from Washington and from Eastern Europe also attended. The workshop, entitled "Lessons Learned and New Directions," was the first of its kind in the region and was judged by virtually all of the participants to have been extremely useful. It provided an unusual opportunity for PVO representatives to exchange experience, establish contacts and, based upon their knowledge of local conditions, to provide advice to AID about the most useful types of assistance. One outcome of the workshop is a specific list of recommendations to AID from the participants. A full report will be issued in early 1994. It is hoped that this very successful meeting will be the first of more such events in the Central and Eastern European region.

#### *d. Consultative Assistance*

Through consultative contacts with PVO consortium members and other organizations, ACAP provides information about Polish needs and realities, and about potential Polish and American partner organizations. ACAP's U.S.-based staff also meet with visiting representatives of Polish organizations and government agencies to discuss American assistance efforts and specific Polish needs. From the U.S., we are able to assist organizations in making the right contacts to facilitate successful fact-finding missions and exploratory trips. This often involves a meeting or other assistance from our Warsaw office. The consultation and referral functions of both ACAP offices not only reinforce each other but contribute to the overall effectiveness of American private voluntary assistance efforts in Poland. (And they often serve to benefit ACAP's Ochota project as well.)

Over the past year, our U.S. office has been making an increasing number of referrals to ACAP/Warsaw for various types of assistance on the ground in Poland. Our U.S. office also responds to requests directly from Polish organizations, but, more usually, these requests come to us through our staff in Warsaw. We continue to receive a fair number of inquiries from individuals and organizations interested in getting donated goods to Poland and we try to be helpful with appropriate contacts. During this quarter, we continued to provide information about the results of

September's Parliamentary elections in Poland, and, we handled a number of referrals to the new U.S. Ambassador to Poland, since our September Consortium meeting had featured him and he invited ACAP to do so.

(Please refer to Appendix B for a summary of contacts in the fourth quarter.)

## 2. ACAP/Warsaw

ACAP/Warsaw works closely with many well-respected Polish organizations including: the Stefan Batory Foundation; Fondation de Pologne/European Foundation; the S.O.S. Foundation; the Solidarity Social Foundation; the Foundation in Support of Local Democracy; the Foundation for Social and Economic Initiatives, (FISE); and with relevant government officials, (for example, at the Ministry of Labor and Social Policy and the Ministry of Foreign Affairs, and social work centers run by municipal government). ACAP's Warsaw office maintains important ongoing relationships with organizations, such as the Polish Foundation for Children and Youth, providing technical assistance for their Leadership Enhancement Program and for the fellowship grant program. They hold regular coordination meetings with BORIS (the Service Office for Self Help Organizations) since they collaborate on several projects, including the pilot Volunteer Center and NGO training and because ACAP/Warsaw oversees a German Marshall Fund grant for BORIS. Their close relationship with KLON, database of Self-Help Initiatives and JAWOR, database of international PVOs in Poland, is detailed below. It is through such relationships that our Warsaw office continues to play an important role in improving communication and information flows, developing partnerships, overseeing the effectiveness of programs and identifying Polish needs.

### a. *Information Clearinghouse and Linkage to U.S. Assistance*

Our Program Officer in Warsaw completed the process of updating the CDC Database of American Organizations in Poland and the necessary information was submitted to the Citizen's Democracy Corps in November to contribute to the CDC Compendium and its Directory of Assistance to Poland which will be published early in 1994. This effort was arranged through a cooperative agreement between the CDC and ACAP (see details in previous quarterly report). In addition, our Warsaw staff will be utilizing the updated CDC database to compile a list of American funding resources for Polish NGOs. Necessary assistance will be provided from our U.S. office and the information will be published in a larger directory being compiled by BORDO, the Information Center for NonGovernmental Organizations, for broad use by Polish nonprofit organizations.

Our Warsaw office maintains a very close relationship with the KLON and JAWOR Databases. (Please refer to our fourth quarter 1993 report for further details.) Due to our early relationship with the databases and because our Program Officer in Warsaw continues to contribute to them, ACAP has constant access to them. The range of potential applications of these information sources is virtually limitless: ACAP can help to find appropriate Polish partners for American assistance efforts, find resources and assistance for Polish initiatives and generally determine who is to doing what and where as well as to identify needs.

During this quarter, our Polish Program Officer provided technical assistance to the KLON project by designing and assisting in training for new staff who will work in regional offices (throughout Poland) with the KLON Database. ACAP's U.S. staff assisted the KLON and JAWOR project by trying to ascertain whether there is sufficient demand in the U.S. for an English translation of the database. ACAP assisted a scholar at Johns Hopkins Institute for Policy Studies with access to the databases for his comparative research project on nonprofit sectors.

From the beginning of its operations, our Warsaw office has collected information, reports and brochures on various nonprofit and voluntary programs, activities and organizations in the U.S., Poland, Central Europe and Western Europe. Through the numerous visitors to their office, the staff has amassed a large repository of information; and our U.S. staff contribute to this process to ensure that Warsaw is furnished with information relevant to the developing NGO sector in Poland. The availability of this type of information increases in effectiveness of our Warsaw office and makes ACAP an important NGO resource in Warsaw.

#### *b. Contributions to NGO Conferences in Poland*

The Third Polish and American Conference on Community Self-Help was held on October 7 - 10, outside of Gdańsk. ACAP's President attended the conference and was one of the opening speakers. In addition to ACAP/Warsaw's efforts in planning, organizing and contributing to fundraising efforts for the conference, our Warsaw Office Director was one of those helping with arrangements at the conference. (Other central partners included the Polish Welfare Association, the Polish Children and Youth Foundation, the Polish Welfare Association and Wojewodzki Zespól Pomocy Społecznej in Gdańsk.) A follow-up report is planned and discussions are underway about how to join efforts with the Forum of NonGovernmental Initiatives (see below) in lieu of holding another conference in 1994. ACAP will be involved in these follow-up activities.

ACAP's Warsaw Office Director continued to support planning activities related to a regional NGO training conference in cooperation with the International Fundraising Group. The conference took place in Warsaw in early December. (She was invited to present a workshop at the conference but had to decline due to other scheduled events.) Our Research Administrator played an important supporting role in the International Council on Social Welfare's first European Regional Conference in East Central Europe, which was held in Warsaw in December. ACAP's Senior Program Officer attended this conference. ACAP/Warsaw's Program Officer and Research Administrator attended a seminar on hypermedia networks sponsored by WorldWide Web.

Finally, our Warsaw staff have continued to provide assistance to the organizing team for the first "National Forum of NonGovernmental Initiatives" now scheduled for the fall, 1994. The National Forum will be an important event representing the combined efforts of a number of notable Polish foundations. It will be the first such gathering in Poland and will be an occasion to exchange information, showcase model programs, network and appraise needs and successes. (Please refer to our last report for further details.) ACAP/Warsaw has been asked to assist in facilitating regional fora that are being planned in the spring, in advance of the national event, in Gdańsk, Lublin, and elsewhere.

### *c. NGO Training and Technical Assistance*

Our Warsaw Office Director has become more deeply involved in NGO training and related technical support activities. This has increased ACAP's knowledge of NGO training needs and resources in Poland. Most recently, she has been developing her expertise in the area of program evaluation. Since last year, she has begun compiling relevant training materials which she shares with other NGOs. Based upon her growing experience, ACAP/Warsaw is now better equipped to provide advice in planning and organizing NGO training.

In the past quarter, she contributed to the design and implementation of the Polish Foundation for Children and Youth's Leadership Enhancement Project for young NGO leaders. She serves as a resource to BORIS, the Service Office for the Self-Help Movement of Warsaw in their training workshops for NGOs. As mentioned, she presented a workshop in fundraising for members of the Ochota Association. She continues to present periodic workshops in proposal writing and fundraising for BISE, the Bank for Social and Economic Initiatives.

Our Program Officer in Warsaw has been more active in providing assistance in database management and computer systems for various nonprofits. He continues to be available to the organizing team for the National Forum (mentioned above), whom he worked with extensively during the summer months setting up their database. During this quarter, he attended meetings at BORIS

regarding the Volunteer Center project (see below) to determine what would be required for their database. He provided technical assistance to BORDO, the Information Center for NonGovernmental Organizations.

*d. Pilot Volunteer Project*

ACAP's Warsaw staff continues to administer a grant from the German Marshall Fund for the staff and activities of BORIS, the Service Office for Self-Help Organizations, with whom ACAP/Warsaw works closely. BORIS intends to develop a pilot project to structure a program for Polish volunteers to support NGO activities in the Warsaw region and has asked ACAP/Warsaw to manage the project once it is operational. During the past quarter. ACAP's Warsaw staff attended a number of meetings to keep abreast of the program concept, planning and development which are the responsibility of a Polish sociologist from the SOS Foundation (with support from the Ford Foundation) and a United Nations Development Programme volunteer. The project is proceeding slowly since this concept is very new in Poland and the organizers want to avoid negative public perceptions and associations with volunteerism as it existed under communism.

*e. Assistance to the Ochota Association*

The involvement of ACAP/Warsaw staff in ACAP's Ochota project has been indispensable in keeping up the momentum there. ACAP's Warsaw Office Director is an integral part of the Association's leadership team which is responsible for planning and oversight of all Association activities. She is invited to all Association meetings and continues to provide encouragement and keep things on track. Her regular reports and assessments to our U.S. staff help to keep us informed and responsive to the needs of the Ochota project as it develops.

**B. Evaluation and Conclusions**

We are convinced that the information-sharing, announcements and networking that continue to take place at and through our PVO meetings still provide an essential contribution to coordinated and effective assistance to Poland. The number of organizations interested in receiving copies of our report continues to increase and evidence indicates that information contained in our reports is particularly valued in Poland.

ACAP receives all sorts of requests for assistance and our Warsaw office has been uniquely situated to respond in a flexible way to the needs of the Polish NGO community and American PVOs active in Poland. The increase we have seen in requests for assistance and information at both of our offices reflects ACAP's

well-established reputation for providing useful information and contacts. We will continue to monitor the demand for our services to American PVOs in order to assess the overall trend in development assistance relative to our understanding of the needs of the nonprofit sector in Poland.

ACAP/Warsaw maintains a very positive reputation among Polish NGOs as well. ACAP/Warsaw contributes through providing database contacts and technical assistance, coordinating and organizing meetings of NGOs, contributing to planning and evaluations and in actual training workshops for NGOs. Our Warsaw staff will continue to be involved in planning for training programs, conferences and new program developments related to NGO development. The expansion of ACAP/Warsaw's activities in the area of NGO training and technical assistance illustrates the importance of focusing on building indigenous training capacity to support the nonprofit sector. We will continue to coordinate our efforts closely with the Civil Society Development Program and the Johns Hopkins Institute for Policy Studies who will be initiating important projects to develop indigenous NGO leaders and trainers; and we will maintain our close working relationships with other leading NGOs in Poland.

Our Warsaw staff are willing and active sharers of information. ACAP uses our access to information to take a proactive approach in linking complementary interests and initiatives. The free access to information afforded by ACAP's two offices and our promotion of collaborative efforts and working with indigenous partners are all critically important in Poland during this democratic transition period. The services rendered by both ACAP offices are strongly governed by the knowledge that it is not only what we are able to accomplish but how we go about it that will have lasting impact. This is true both for practical reasons and for the demonstrative effect and symbolic value. This is especially important as ACAP plays a role as a kind of defacto American representative to the nonprofit sector in Poland.

#### **IV. STAFF TRAINING AND INSTITUTIONAL DEVELOPMENT**

##### **A. Activities**

###### **1. Institutional Development: Long-Term Strategic Planning**

Two of ACAP's U.S. staff traveled to Warsaw during this quarter (in October and November/December) to continue discussions about the future of ACAP/Warsaw and its training and institutional needs. In early December, our Warsaw staff met with our Senior

Program Officer from the U.S. in a retreat format to discuss ACAP/Warsaw's capacity relative to the needs of the developing nonprofit sector and to begin work on both short-term institutional and staff development plans and a longer term organizational strategy. The results of this intensive discussion include a revised mission statement for ACAP's efforts until September 1995 and a general sense of direction regarding the planning for ACAP/Warsaw after that date.

Over the next quarter, we intend to focus on the short-term institutional development and staff training needs of ACAP/Warsaw which will benefit our Polish staff in their post-ACAP future. In particular, we will be appraising and prioritizing each of our programs and assessing staffing. We have engaged a consultant for this purpose. In the end, our aim is to have a plan for the future of our Warsaw staff which will be realistic and responsive to the evolving situation in the Polish nonprofit sector.

## 2. Staff Development

During her visit to Warsaw, ACAP's Senior Program Officer initiated discussions about organizational issues and staffing which will require subsequent follow-up. Our Polish staff have expressed a desire to increase the professionalization of their services. NGO leaders in Poland seem to agree that the time for amateurs is past and that it is critical for the NGO sector to upgrade its image - particularly in the area of human resources. One specific area of interest to our Polish staff is personnel performance and appraisal. Consequently, our U.S. and Polish staffs plan to investigate appraisal techniques and measures for adaptation to the context of Polish NGOs.

## B. Evaluation and Conclusions

We will continue to focus attention on staff training and institutional development issues. ACAP/Warsaw's positive reputation in the Polish nonprofit sector is enhanced by its nonpartisanship and independence. The steps we will be taking to improve ACAP/Warsaw as an organization and to upgrade the skills and professionalize our staff can be useful as a model for other Polish nonprofits. We agree with Polish NGO leaders and others who have studied recent developments and have told us that it is critical for the nonprofit sector in Poland to be perceived as something more than a repository for those who are not successful in government or in business. Our efforts to focus on institutional and staff development during the remaining time of ACAP's operation will, in part, be making a contribution to this end.

# FEDERAL CASH TRANSACTIONS REPORT

(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A.)

Approved by Office of Management and Budget, No. 80-RO182

1. Federal sponsoring agency and organizational element to which this report is submitted

AID/M/FM/PAFD

**2. RECIPIENT ORGANIZATION**

Name : American Committee for Aid to  
Poland (ACAP)  
Number and Street : 1364 Beverly Rd. Suite 304  
P.O. Box 6275  
McLean, VA 22106-6275

City, State and ZIP Code:

4. Federal grant or other identification number  
EUR-0158-G-1087

5. Recipient's account number or identifying number  
01702524

6. Letter of credit number  
72001662

7. Last payment voucher number  
023

Give total number for this period

8. Payment Vouchers credited to  
27,051

9. Treasury checks received (whether or not reported)

**3. FEDERAL EMPLOYER IDENTIFICATION NO.**

54-1562627

**10. PERIOD COVERED BY THIS REPORT**

FROM (month, day, year)  
10/01/93

TO (month, day, year)  
12/31/93

**11. STATUS OF**

FEDERAL

CASH

(See specific instructions on the back)

a. Cash on hand beginning of reporting period

\$ ( 8,000)

b. Letter of credit withdrawals

27,051

c. Treasury check payments

-0-

d. Total receipts (Sum of lines b and c)

27,051

e. Total cash available (Sum of lines a and d)

19,051

f. Gross disbursements

30,259

g. Federal share of program income

-0-

h. Net disbursements (Line f minus line g)

30,259

i. Adjustments of prior periods

-0-

j. Cash on hand end of period

\$ (11,208)

**12. THE AMOUNT SHOWN ON LINE 11j, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING**

Days

**13. OTHER INFORMATION**

a. Interest income

\$ N/A

b. Advances to subgrantees or subcontractors

\$ N/A

**14. REMARKS (Attach additional sheets of plain paper, if more space is required)**

\*\*\*REVISED\*\*\* Previous Warsaw expenses not available until 17 January 1994

**15.**

**CERTIFICATION**

I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement

AUTHORIZED  
CERTIFYING  
OFFICIAL

SIGNATURE



TYPED OR PRINTED NAME AND TITLE

Deborah Klenke  
Financial and Admin. Officer

DATE REPORT SUBMITTED

12/31/93

TELEPHONE (Area Code, Number, Extension)

703-506-1088

THIS SPACE FOR AGENCY USE

# FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted  AID/M/FM/PAFD	2. Federal Grant or Other Identifying Number Assigned By Federal Agency  EUR-0158-G-00-1087-00	OMB Approval No. 0348-0039	Page 1 of 1 pages
3. Recipient Organization (Name and complete address, including ZIP code) American Committee for Aid to Poland(ACAP) P.O. Box 6275, McLean, VA 22106-6275			
4. Employer Identification Number 54-1562627	5. Recipient Account Number or Identifying Number 01762524	6. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 09-26-91	To: (Month, Day, Year) 09-30-95	9. Period Covered by this Report From: (Month, Day, Year) 09-01-93	To: (Month, Day, Year) 12-31-93
10 Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	574,557	65,672	640,229
b. Recipient share of outlays	318,367	35,413	353,780
c. Federal share of outlays	256,190	30,259	286,449
d. Total unliquidated obligations			N/A
e. Recipient share of unliquidated obligations			N/A
f. Federal share of unliquidated obligations			N/A
g. Total Federal share (Sum of lines c and f)			286,449
h. Total Federal funds authorized for this funding period			680,000
i. Unobligated balance of Federal funds (Line h minus line g)			393,551
11 Indirect Expense	a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input checked="" type="checkbox"/> Fixed		
	b. Rate 37,910	c. Base 1,247,533	d. Total Amount 4,829
	e. Federal Share 4,829		
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.			
13. Certification. I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.			
Typed or Printed Name and Title  Deborah Klenke, Financial and Administrative Officer		Telephone (Area code, number and extension)  (703) 506-1088	
Signature of Authorized Certifying Official  		Date Report Submitted  12-31-93	

**APPENDICES**

**A - Report of the 28th Meeting of the PVO Consortium**

**B - Consultative Assistance, October - December, 1993**

**APPENDIX A**

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**Report of the 28th Meeting of the PVO Consortium**

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**TWENTY-EIGHTH MEETING**  
**PRIVATE VOLUNTARY ORGANIZATIONS ACTIVE IN POLAND**  
chaired by  
**THE AMERICAN COMMITTEE FOR AID TO POLAND**  
26th October 1993

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The twenty-eighth meeting of private voluntary organizations active in Poland took place at the Washington Annenberg Program. About forty-five people attended. ACAP President Gifford Malone moderated a panel discussion by Polish journalists on the September parliamentary election in Poland.

Gifford Malone welcomed all participants and expressed appreciation to the Annenberg Washington Program for the use of their excellent facilities. Mr. Malone thanked all those who participated and shared information at the last consortium meeting and he reported that Nicholas Rey, U.S. Ambassador-designate to Poland, was very pleased to have had the opportunity to learn about the activities of the American PVO community. The next ACAP meeting will take place on Tuesday, January 11th at 11 a.m. in the conference room of the National Endowment for Democracy.

Mr. Malone made the following announcements.

- o He called attention to "Asocjacje," a Polish monthly magazine which serves the Polish NGO sector. A special edition entitled "Four years after" is to be published - in Polish and English - for distribution among American and Western European NGOs and other institutions, as well as to Polish subscribers. Its aim is to inform foreign organizations about the development of the NGO movement, a major element in the formation of a civil society in Poland. Eminent Poles in this field, such as Joanna Starega-Piasek, Jacek Kuroń, social scientist Ewa Leś and others will be contributors. "Asocjacje" is soliciting advertisements and paid articles from Western NGOs for the special edition. An information sheet is available through ACAP.
  
- o He reported that the Free Enterprise Transition Consortium (FETC) in Krakow, funded by AID through the Peace Corps to serve Peace Corps volunteers in the entire region, is seeking information about American PVOs active in Poland. The FETC has a resource center with a library, computer equipment and training materials. PVOs who would like to be in contact with FETC to exchange information are encouraged to get in touch with ACAP.

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#### JOURNALIST PANEL

Mr. Malone said that from time to time at these meetings we think it is useful to step back from our programs and our individual concerns to take a broader look at Poland as a whole. In this case, we thought it important to examine the national parliamentary elections that took place five weeks ago and to try to gain a fuller understanding of the situation. We invited three outstanding Polish journalists to offer their views on this subject. Mr. Malone introduced the panel: Mr. **Maciej Wierzynski**, of Radio Free

Europe; Mr. **Andrzej Krajewski** representing Polish Television; and Mr. **Tomasz Wroblewski**, the Washington correspondent for Zycie Warszawy.

**Maciej Wierzynski** said that he had spent the last two months in Poland covering the election at the RFE bureau there. He conducted live interview sessions each day with various party leaders, including call-in questions from the public, which offered a good sense of the reaction of ordinary Polish citizens.

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Mr. Wierzynski said that his view on the election differs from the common analysis which characterizes the results as a distinctive shift to the left. He believes that the same social and political phenomena which were present in the presidential election of December 1990 and the parliamentary elections of October 1991 were again expressed on September 19th. The same slogans - that the needs of the common people are being neglected, that the economy is being choked, that shock therapy is too painful, that state-run enterprises are in disarray, that unemployment is too high and working people are losing their benefits - appealed to the same popular emotions of dissatisfaction, fear and disappointment. These are the same expectations and grievances which brought Wałęsa to power two years ago and brought about the victory of rightist parties in the elections of 1991 and 1992.

Mr. Wierzynski said that the leftists are more comfortable than the outgoing government with government intervention and are against depriving the people of certain benefits of the welfare state. The Democratic Left Alliance (SLD) and the Peasants Party (PSL) successfully exploited the same grievances and emotions in this election. However, those feelings have now concentrated around political groups rooted in the old regime as opposed to concentrating around political groups rooted in Solidarity. Mr. Wierzynski identified this factor as representing an important change from the presidential and parliamentary elections since 1990.

To the dismay of a large part of Polish society, the results of the two previous elections were applauded by international financial institutions. The Suchocka government continued these reform policies (without having much impact on privatization) with a great deal of political will. Wałęsa's position has been to support market reforms. In the September election, however, the PSL openly opposed crucial elements of the economic reform, including tight monetary policy, free trade and privatization.

Balcerowicz has categorized the policies of the winning parties as "crawling destruction" and "rapid destruction" (represented by the PSL).

Mr. Wierzynski suggested that the SLD is more reform-oriented. However both coalition members will be under great pressure not to depart from their campaign promises.

Mr. Wierzynski believes that the election results have tended to undermine the position of Wałęsa. His position as the last defender and protector of economic reform has been seriously weakened. Wałęsa now faces a strong coalition in parliament which can, for instance, change the constitution, and he is no longer able to act as a power broker.

At this early stage, Mr. Wierzynski was hesitant to comment on Pawlak and what the new government will be like. He suggested that the governing coalition would face many strains, tensions and in-fighting in the future - which were evident in the forming of the coalition. On the future of market reforms, Mr. Wierzynski said that the SLD is, paradoxically, more reform-oriented; it also is a very heterogeneous group, making it difficult to predict which tendencies and groups will prevail. It will be a few months before we will be able to see how economic policy will be affected by all this.

Andrzej Krajewski predicted that there will not be major changes from past policies. He described the situation as something like a train in motion, where only the engineer has been changed. Since the train is on a track, it must go forward - at least until the next station. He believes that the new ruling coalition will have little room to maneuver.

He identified a number of economic factors that militate against a change in course. Inflation, at 40%, is lower than was anticipated by the Suchocka government. Unemployment is still very high at 15-16% (it is more of a problem in the countryside). Because the Polish people are not accustomed to unemployment, this factor will present difficulties. The real growth of GDP is 4-4.5%, the highest in all of Europe, and it compares particularly favorably to the disarray to the east. Mr. Krajewski believes that the people see these things and can understand what is going on.

Mr. Krajewski suggested that there might be possibilities for change at the train station ahead - in spring or autumn of 1994. In April 1994, there will be a review of the Polish standing with the Paris Club. He said that the new Finance Minister Borowski (who also serves as Deputy Prime Minister), has been favorably compared to Balcerowicz and that he is viewed as moderate and supportive of reforms that are consistent with the requirements of international financial institutions.

Mr. Krajewski said that, in other areas, the coalition partners would try to keep their promises to the voters. In social areas and in foreign policy, he suggested, there would be room for maneuvering. He offered the examples of the abortion issue, which figured prominently in the election, and the position of the new government toward Poland's treaty with the Vatican. However the role of the PSL would be worth watching closely.

Mr. Krajewski then turned to a discussion of Polish television which he described as one of the last strongholds of the past. It will still be state-run until the end of the year and it operates as in the old days. Mr. Krajewski said that during the elections there were allegations that Polish television was manipulated by Wałęsa. For instance, it was said that Wałęsa's BBWR was favored in the television's election coverage despite its barely 5% showing in the election. Since the passage of the new broadcast law, the licensing process is to be supervised by a nine-member council appointed by the Prime Minister. Mr. Krajewski said that Wałęsa had extended his influence there as well. As a result of the criticism of Polish TV, Mr. Krajewski predicted that there would be changes of at least the people responsible for the information programs.

Mr. Krajewski had spent the past week in Poland. He had felt alarmed by the Polish situation as seen from Washington but, by the time he returned from Warsaw, he was relieved. Even though the Polish government had not yet been formed and Warren Christopher had dashed Polish hopes for entering NATO, he

found no sense of panic, and the Poles were simply living their daily lives. He believes that Poland has achieved a certain level of stability which will keep it on the road of transformation.

**Tomasz Wroblewski** was hesitant to make predictions, but he does expect to see changes that may be costly. He said that the Polish economy is still fragile, especially in terms of how it can be affected by social confidence and international factors. He thought that any small changes could have a large impact on the economy. He argued that economic changes might be the easiest kinds of changes to make and that the new government would be more likely than previous governments to respond to the protests resulting from unemployment and privatization. Therefore, small compromises with workers will be likely, such as raises for teachers and pensioners.

Mr. Wroblewski feels that religious issues are the easiest on which to compromise with respect to positions taken during the campaign. There is a general social consensus on legalized abortion and there would be no mass public opposition to a change in that direction. However, the PSL (which some refer to as a Polish Christian party) works very closely with the church, and this could mitigate against major changes. He expects the Concordat with the Vatican to be approved, and perhaps some small changes in the abortion laws.

On other social issues, such as the role of the church, pensions, teachers' and health care workers' salaries, Mr. Wroblewski predicted, there would likely be economic concessions from the government. Mr. Wroblewski expressed concern that even seemingly small, social changes such as these could ultimately have a large and damaging impact on the economy, causing the deficit to grow.

Mr. Wroblewski felt that the Polish government would maintain a strong position with international financial institutions, however, in light of the comparative economic weakness of the countries to the east and in the region as a whole.

Mr. Wroblewski offered some comments about the U.S. perspective on the Polish elections. He said that there have only been two or three major articles on the subject and that Americans seem more concerned about what U.S. politicians are saying than on the situation in Poland. Poles, on their part, lack confidence and are seeking reactions from abroad. Mr. Wroblewski has received many queries from Poland about the U.S. perspective on the elections. Leftist activists have argued that the lack of American reaction to the Polish election indicates a disinterest in Poland, in general.

Mr. Wroblewski reported that post-election polls showed Western views only affected 15% of the electorate and that the impact seemed to be greater on politicians' rhetoric than on the voters. He said that the SLD used many strong arguments about the closed doors to the West, but Mr. Wroblewski did not feel that Western views actually had much influence on the electorate.

Mr. Malone offered each of the panelists the opportunity to comment on his colleagues' remarks.

Not wanting to undervalue the achievements of the last four years, Mr. Wierzynski emphasized the impact of previous policies on the common people. He suggested that the political elite were victims of self-propaganda and that they did not understand the common views and the sense of disillusionment. He described a poll that was conducted just following the elections which revealed that most people identified with the idea that the needs of ordinary people had been neglected. He remarked that the Pawlak government would have to face this. He said that the coalition parties learned the lesson about broken campaign promises from the previous government. He predicted that if this government is not sensitive to popular emotions, it would be quickly swept away. On the other hand, he expressed concern that excessive sensitivity to popular emotions would work against economic reforms.

Mr. Wierzynski reported that the most recent polls reflect a rise in optimistic views - up from 17% to 30% - and a decrease from 62% to

39% in views disapproving of the course of events. He suggested that this illustrates the immediate pressure of expectations faced by the new government. In terms of changes anticipated due to the participation of the PSL, Mr. Wierzynski summarized the party's promises to lower interest rates, to support agricultural subsidies for farmers, and to protect Polish agricultural products from imports, among others. He predicted that this will result in inflation, the printing of more money, and costly subsidies. Mr. Wierzynski expressed his fear that there are seeds of dangerous future developments despite the seeming calm in Poland and the hope that the former communists would be able to provide the necessary protection from the PSL.

Mr. Krajewski expressed some of the same hopes and reservations. He said that it would not be possible for the government to make big changes. He predicted that the frustration of the Polish people would make this a very difficult period and that politicians would pay a high price for not keeping their promises as did previous politicians. He allowed for the possibility that his train analogy might turn out to be inaccurate and that the situation might prove to be like that of a bus which has greater maneuverability.

Mr. Wroblewski concurred with Mr. Wierzynski's fears about the danger of the PSL and expressed concern about their support for instituting protective trade barriers.

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Mr. Malone moderated a period of questions from the audience.

- What are the chances that Wałęsa will chose a Yeltsin-type solution over potential opposition to market reforms? How close is Wałęsa to the military?

Mr. Wierzynski responded that he did not believe this would be a serious possibility. He described Wałęsa as a president without instruments of power trying to protect his domain - that is defense, interior and foreign policy. Mr. Wierzynski thought that Wałęsa is

far away from the use of the military and that this threat has been greatly exaggerated. To illustrate, he described how Wałęsa had described himself as optimistic after the election and how he had backed down on his initial demand for three candidates for prime minister and approved Mr. Pawlak. According to Mr. Wierzynski, Wałęsa's previous power was derived from the use of his political skills to exploit differences and create conflict between political groups, but he now recognizes the limits of his power.

**Mr. Wroblewski** offered the view that Poland is an anti-authoritarian society and therefore any extreme moves would produce immediate reaction and opposition.

**Mr. Wierzynski** added that though Wałęsa may have been interested in attracting the military, the SLD also has stronger historic links to this institution.

- **How does the role of the Catholic Church come into play and how does it actually influence government?**

**Mr. Wroblewski** suggested that the church now realizes that its excess influence can be a serious problem and therefore it will not want to seek government influence now. He predicted the lesson from the pro-church parties during the election would influence church behavior for the next five to ten years.

- **What are the reactions of the panelists to the media law requiring the media to observe "Christian principles"?**

**Mr. Krajewski** explained that this affects only Polish TV and radio, not the press. Nevertheless, immediately after the elections, he received a request to cover the subject of child molestation by priests. However, in the end, the material was not aired.

**Mr. Wroblewski** added that the press - especially private newspapers - is not affected, since it is governed by the market. The press conducts market research which indicates that people want to read about the church and its problems. He suggested that perhaps the church's influence and its desire to influence has

sometimes been exaggerated. **Mr. Wroblewski's** newspaper has not had any opposition from the church over articles but the same can not be said for objections from politicians.

- **Could you provide an update on the situation with broadcasting licenses? Have any licenses been issued yet?**

**Mr. Krajewski** said that licenses will be granted after January 1st. The process is in motion and there is hope for the positive influence of competition.

**Mr. Wierzynski** said that October 30th was the deadline for radio applications; 300 applications were submitted and frequencies will be distributed in four months. October is the deadline for local stations and November is the deadline for national TV stations. He explained that there is currently only one nationwide TV channel and that this is due to technical reasons. He said that the influence of the church in this area has been highly exaggerated and that, whereas the government monopoly on television and radio continues, the press is essentially free.

He remarked that Polish television now has a lot of money - from advertising, user subscriptions, as well as government subsidies - whereas it was previously very poor. Therefore, it holds a very advantageous position over potential private broadcasters and TV owners. He identified the problem of TV and radio as a lack of diversity.

**Mr. Wroblewski** made a distinction between TV and radio and he added that private radio is becoming stronger now.

- **Has the Polish electorate become de-ideologized or does it still care about ideological issues? What is the role of Solidarity now?**

**Mr. Krajewski** explained that the 1989 vote had been unified against a totalitarian regime and was based upon the Solidarity experience. He said that things are different and less ideological now and that this election was a protest vote. He remarked that the voters' reaction had not gone toward the Right, which

has recently experienced failures and is fraught with internal divisions. However, he noted the Right still holds about one-third of the electorate and it maintains its importance and future potential even though it is currently without representation in the parliament.

**Mr. Wierzynski** referred to a 1989 article in *Gazeta Wyborcza* on that year's election entitled "Song of Cassandra" which predicted the recent election results as a victory of the opposition to Solidarity.

- **Although this government may be doomed to failure, what are some its potential successes?**

**Mr. Krajewski** offered the worst case scenario - that the new government will have a short tenure due to difficulties within the coalition. Early elections would be a possibility, with presidential elections possibly at the same time. Policies may also be made outside of the Parliament - through street politics and mass actions - which would undermine stability enough to justify Wałęsa to call for new elections.

**Mr. Wierzynski** noted that one optimistic factor is that the government - especially the SLD - is already aware of the narrow room it has for maneuvering. He remarked that previous difficulties resulting from the fragmentation within the Parliament and the lack of maturity among Poland's political elite should no longer be such a problem. He added that the political base for this government is relatively solid and that a lot depends upon how vigorously it will undertake to fulfill its campaign promises.

**Mr. Wroblewski** said that the main lesson learned from this election is in the area of public relations. He noted that the communists have learned from their predecessors about being in touch with the people, the electorate. And he offered the example of their recent attitude of friendliness and trying to work with the press. He said that the SLD has a one-time chance to be either a party of Communists or of Social Democrats. Therefore they will work with the electorate and change the way politics are made in Poland.

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**APPENDIX B**

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**Consultative Assistance, October - December 1993**

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## Appendix B

### ACAP'S PVO/NGO ASSISTANCE ACTIVITIES October 1 - December 30, 1993

#### Coordination and Information-Sharing

- **"Asocjacje"** a monthly journal for Polish NGOs  
Information exchange meetings in Warsaw. ACAP publicized information among U.S. PVOs about a special issue focusing on Western assistance organizations.
- **BORDO** (the Information Center for NonGovernmental Organizations)  
ACAP/Warsaw's Program Officer provided technical assistance. Future collaboration is planned on the creation of a resource directory for Polish NGOs in which ACAP would contribute information about American resources.
- **BORIS** (the Support Office for the Self-Help Movement)  
Meetings with U.S. staff and coordination meetings with ACAP/Warsaw who administers a grant for their staff salaries. Close working relations in Poland on several projects: NGO training programs, coordination of national conferences and developing a volunteer program for social services in Warsaw.
- **Citizens' Democracy Corps**  
Coordination meetings held in both the U.S. and Poland regarding updating CDC database of American PVOs in Poland. Information sharing on other programs.
- **The Delphi International Group**  
Meetings with ACAP/Warsaw and the Ochota Association to plan and organize Delphi's training program in Ochota scheduled for January 1994.
- **Eastern European Environmental Partnership**  
Introductory meeting with ACAP in the U.S. for mutual information exchange.
- **"F.I.P." the National Forum on NonGovernmental Initiatives**  
ACAP/Warsaw staff continue to contribute to regular coordination meetings to organize this national event as well as regional fora. ACAP Program Officer provides technical assistance to the organizing committee, as required.
- **Fondation de Pologne**  
Ongoing coordination meetings in Warsaw to support the planning and organization of the National Forum for NonGovernmental Initiatives.

- **Foundation for Democratic Action**  
Information exchange meetings with U.S. and Polish staff in Warsaw.
- **Foundation in Support of Local Democracy**  
Ongoing coordination meetings in Warsaw regarding training programs for NGOs.
- **German-Marshall Fund**  
Regular communications with ACAP/Warsaw staff who administer a GMF grant for BORIS.
- **Goodwill Industries International**  
Ongoing communications in the U.S. and facilitation of communication with the Ochota Association regarding efforts to establish a Goodwill project there.
- **Helsinki Foundation**  
Information exchanges in Warsaw regarding general programming and information on NGO training in the area of human rights.
- **Jewish Support Center**  
Information sharing meeting in Warsaw about possible future programs.
- **Johns Hopkins University Institute for Policy Studies**  
ACAP/Warsaw staff met with JHIPS staff and assisted in coordinating visits with other NGO leaders to provide input for the project to train NGO trainers which is being launched by JHIPS. ACAP staff in the U.S. are also in regular contact with JHIPS concerning this project.
- **KLON/JAWOR Database Projects**  
Regular coordination and planning meetings with both U.S. and Polish staff. ACAP in the U.S. handles requests for information about or access to the databases from American organizations.
- **OIC Poland and OIC International**  
Ongoing coordination meetings in the U.S. and Poland to coordinate the "Lessons Learned and New Directions Workshop" held in Lublin in November.
- **Polish Foundation for Children and Youth**  
Ongoing meetings with US and Polish staff; coordination regarding the Polish-American Conference in Gdansk, and assistance from ACAP/Warsaw on Leadership Enhancement Program and Fellowship/Grants program for young NGO leaders.

- **SOS Foundation and Ford Foundation**  
ACAP/Warsaw staff participated in a series of meetings regarding the needs of the nonprofit sector in Poland and Ford Foundations programs.
- **The Stephan Batory Foundation**  
Ongoing communication with ACAP/Warsaw in preparation for National Forum of NonGovernmental Initiatives and the Polish American Conference in Gdansk.
- **Tempus**  
Information exchange in Warsaw regarding Tempus exchange programs for students and education professions with European Universities and the possibility of future cooperation and/or technical assistance from ACAP/Warsaw.
- **VOICE International**  
Information exchange in the U.S. and discussions about the possibility of future cooperation that could bring VOICE activities to Poland.
- **Jenny Yancey and Dan Siegel, Consultants**  
Ongoing communication regarding the development of the nonprofit sector in East Central Europe, needs and program developments. ACAP/US staff have been providing input on their Civil Society Development Program which is currently being launched to provide strengthen NGO leadership and training capacity in Poland and Hungary; ACAP/Warsaw staff have been closely involved in the development of this new project and met with Yancey and Siegel in December.

Providing Information and Contacts

- **Asocjacje**, ACAP provided information about this journal for Polish NGOs to American PVOs and encouraged American participation and support for an upcoming special issue featuring information about foreign assistance to the Polish nonprofit sector.
- **British Project in Krakow**  
Requested information on potential financial resources for a training project in business, English language and local government.
- **Chesrow and Metzger International Group**  
ACAP/US provided contact information regarding *Asocjacje*.
- **City College of New York**  
ACAP/US provided information, advice and contacts regarding the feasibility of a project to develop political science curriculum at the university level in Poland.

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- o **College of Democracy**  
ACAP/US provided general information about ACAP for the college's visiting students from Poland.
- o **Education Development Center**  
Requested information in the U.S. about foundations and organizations involved in work force development in Poland.
- o **Faith in Action**  
Consulted with ACAP/US about the feasibility of expanding their work into Poland.
- o **Fulbright Scholar**  
Requested information and contacts to assist in new project development when she returns to Poland.
- o **Johns Hopkins University Institute for Policy Studies**  
ACAP staff in the U.S. and Poland facilitated communications enabling a Polish researcher to gain access to the KLON/JAWOR Database for a comparative research project on the nonprofit sector.
- o **National Democratic Institute**  
Requested general information about ACAP's work in Poland and has renewed attendance at our PVO Consortium meetings.
- o **National Safety Council**  
In depth consultation and meeting to explore prospects for future projects in Poland; ACAP provided information, advice and contacts.
- o **New Britain General Hospital**  
ACAP/US provided information and contacts to assist in the shipment of donated medical equipment to Poland.
- o **Shippensburg State University**  
ACAP/US provided information, suggestions and contacts in response to an inquiry about setting up a student exchange with Poland.
- o **Polish State Fund for the Rehabilitation of the Disabled**  
ACAP staff in the U.S. provided assistance related to the visit of a consultant from the fund to the U.S. exploring programs for employment of the disabled, and the operation of funding mechanisms at foundations and government agencies.
- o **Sejny Cultural Center**  
ACAP/Warsaw provided advice and suggestions for the center's programs.

- o **TechnoServe**  
ACAP/Warsaw staff provided information and advice on setting up a field office in Poland.
- o **U.S. Embassy and U.S.A.I.D. Mission**  
ACAP/Warsaw met with consultants for USAID studying U.S. assistance programs and helped to set up appropriate appointments with NGO leaders in Warsaw.
- o **Wayne State University**  
ACAP/Warsaw staff provided information and consultative assistance.
- o **United Way International** requested a meeting with ACAP staff in the U.S. to debrief from their recent exploratory visit to Warsaw and to discuss the feasibility of United Way assistance in Poland.

Conference Coordination

- + ACAP/Warsaw worked with the Polish Foundation for Children and Youth, the Polish American Welfare Association and NGO leaders in Gdansk to organize and conduct the **Third Polish-American Self-Help Conference** in October. ACAP/Warsaw contributed in planning invitations, seeking financial support and in conference organization. ACAP's President attended the conference and was one of the opening speakers; ACAP/Warsaw's Office Director assisted with arrangements at the conference. ACAP/Warsaw will be involved in the follow-up to the conference.
- + ACAP/Warsaw's Office Director worked with BIFIS, the Bank for Social and Economic Initiatives, to assist in planning a **Regional Fundraising Workshop for NGOs** (in conjunction with the International Fundraising Group) which took place in Warsaw in December 1993.
- + ACAP/Warsaw continued work with prominent NGO leaders to assist in preparations for the first **Polish National Forum for Non Governmental Initiatives** now scheduled for the fall 1994; ACAP/Warsaw is a member of the organizing committee and attends regular planning meetings. ACAP/Warsaw staff will also assist in getting a regional forum in Lublin off the ground some time this spring; preparatory work began this quarter.

- + ACAP and OIC International organized and conducted a successful workshop for American PVOs active in East Central Europe entitled, "Lessons Learned and New Directions," in Lublin, Poland. Recommendations from the Central and Eastern European participants were compiled and submitted to USAID and the final report on the conference will be completed in February 1994.

NGO Training

- \* ACAP/ Warsaw's Office Director continues to provide regular workshops in fundraising and proposal development for BIFIS, the Bank for Social and Economic Initiatives.
- \* ACAP/Warsaw's Officer Director continues to provide technical assistance in organizing and training for the Leadership Enhancement Program of the Polish Foundation for Children and Youth. She also assists in program evaluation and serves on the grant committee which awards fellowships to promising youth leaders in NGO work.
- \* ACAP/Warsaw Office Director is working with BORIS in designing NGO training programs such as a fundraising workshops. In this capacity, she provided a fundraising workshop for members of the Ochota Association in November.
- \* ACAP/Warsaw Program Officer continues to provide extensive technical assistance to the KLON Database project, including designing and implementing a program to train technical staff for the Regional Support Centers which will be responsible for the KLON Database.
- \* ACAP/Warsaw Program Officer provided technical assistance and backstopping in database management for BORDO, the Information Center for NonGovernmental Organizations.

Miscellaneous Individual Requests for Information:

- During this quarter, we received a number of requests for contact information for Nicholas Rey, the new U.S. Ambassador to Poland, following his guest appearance at our PVO Consortium meeting.
- ACAP received a number of requests for current political information about Poland following September's Parliamentary elections.

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- ACAP continues to receive regular requests for assistance in getting donated materials (particularly medical equipment and supplies and books) to Poland.
- ACAP/US has become a frequent source of information for Peace Corps Volunteers recently returned from Poland.

Other Information Requests About:

- Scholarships for Polish students in the U.S. and Americans desiring to study in Poland;
- English and other teaching opportunities in Poland;
- Funding sources for study, English teaching and exchange programs;
- Potential volunteers seeking opportunities to provide short term assistance and consultation in a variety of fields;
- Inquiries from researchers, such as journalists and Fulbright scholars;
- Polish business contacts and information about the private sector;
- Employment opportunities and referrals in Poland and the U.S. (including a number of returned Peace Corps volunteers from Poland);
- Polish language and culture.

Both ACAP offices receive numerous requests on a regular basis in the above categories. In addition to general information, we are often referrals able to refer inquiries to more appropriate sources.

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