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AMERICAN COMMITTEE FOR AID TO POLAND  
GRANT # EUR-0158-G-00-1087-03  
THIRD QUARTER FY94 REPORT  
April 1st - June 30th, 1994

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**AMERICAN COMMITTEE FOR AID TO POLAND  
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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, specifically through activities to strengthen the nonprofit sector. ACAP develops and carries out programs that encourage civic and individual self-help and related nongovernmental 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. ACAP provides assistance to efforts which build the capacity of individual NGOs as well as initiatives which strengthen 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: April - June 1994**

ACAP staff accomplished the following during the third quarter:

- o Chaired two meetings of American PVOs and government agencies with programs in Poland attended by 52 and 25 people, respectively. Our thirty-first meeting, featured the Polish director of the Foundation in Support for Local Democracy as the main speaker. Our thirty-second meeting featured Jacek Tomorowicz, Minister Counselor of Economic Policy of the Polish Embassy and Ambassador John

Ferch, U.S. Labor Department's Director of the Bureau of International Labor Affairs.

- o Mailed reports of the PVO Consortium meetings to approximately 250 recipients in the U.S. and Poland.
- o ACAP U.S. staff made two visits to Poland for the purposes of management, program planning and development and monitoring and evaluation.
- o The Association for the Support of Self Help Groups was formally registered in Ochota as a legal entity and a board and council have been elected.
- o ACAP U.S. and Warsaw staff engaged in a survey of needs and capacity of Polish NGOs. We held meetings with a host of NGO representatives to discuss training needs and resources, the status of the sector's infrastructure, the question of public perception of NGOs and NGO relationships with the public and private sector.
- o ACAP/Warsaw's Office Director traveled to the U.S. to brief our U.S. staff on NGO developments in Poland. She also was invited to Budapest to make a presentation on the Polish nonprofit sector at United Way International's annual conference.
- o Both ACAP offices worked together to prioritize projects for FY 95.

## 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 Association Coordinator and Association office through our A.I.D. grant.

## A. Activities

### 1. Organizational Development:

#### a. The Ochota Association Coordinator

The Association Coordinator was very active this quarter organizing a number of important efforts. Her persistence in managing the lengthy legal registration process for the Association has finally resulted in the successful registration of the Association. She organized the first official Association meetings to elect the board and council. She played an important coordinating role in a fundraising event to support the Children's Home of Ochota, a member group of the Association.

During the third quarter, the Association Coordinator and a member of the Association's leadership team were invited to meet with members of a U.S. government team investigating issues related to the social safety net in Poland. She was also involved in coordinating communication between the Delphi International Group and the Association's Seed Grant Committee to ensure that a proper method is employed and that awards can be made quickly. She has facilitated communication between Goodwill Industries International and members of the Association who are interested in working on such a project in Ochota. Finally, she worked with ACAP staff in the U.S. and BORIS, the NGO support office in Warsaw, seeking information and assistance for the Association's fundraising efforts.

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

On April 27th, the Association for the Support of Self-Help Groups was registered as a legal association in Ochota. This is a seminal event in a process which began with a meeting convened by ACAP in May 1990, the first effort to introduce various self-help groups in Ochota to each other. Despite numerous setbacks and unfortunate developments in the local political scene (refer to previous report for second quarter for details) which have hindered their efforts, the Association members have persevered and remain committed to the ideal of working together and providing mutual support for the betterment of their community.

Of more practical significance is the fact that, as a legally registered association, the members can now open a bank account to receive funds. This means that the long awaited Seed Grant program can be realized and that the training and plans for fundraising will no longer be hampered by lack of legal means to receive funds.

### c. Association Office

The Association Coordinator was responsible for organizing the first formal meeting of the now-legal Association. A preparatory meeting was scheduled in May to review formal issues to be addressed by the membership. A second meeting was held in June and a governing board, council and chairperson were elected; their names were subsequently submitted to the proper authorities. Both meetings were held at the Association office.

The office is also open for use by all of the member groups for their various activities. The schedule is rearranged periodically to allow for new and different events. The office is staffed by a roster of volunteers drawn from the member groups.

## 2. Program Development

### a. Fundraising

With the legal registration of the Association, the first local fundraising event was held in May to support a member group, a children's home. The Association Coordinator provided critical assistance in planning and logistics. The event featured a musical presentation by the children and baked goods and it was successful in highlighting the work of the children's home to meet the needs of children from dysfunctional families. Although a relatively small amount of money was raised from individual citizens and from local companies, it was an important experience for the Association and the community and is likely to stimulate other such events in the future.

The Seed Grant Program was inaugurated during the quarter. Seed Grant applications were submitted by the member groups in late April. The Seed Grant Committee met with Delphi International to finalize arrangements and decisions were made about the awards to be given. Although some final details remain to be worked out with Delphi, which is sponsoring the program, the Association expects to see the seed grants awarded in the very near future. The Association expects to raise additional funds in the future, thus the Seed Grant mechanism will remain in place for future grant distributions.

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. During this quarter, ACAP's U.S. staff continued to work with the Association Coordinator to identify potential funding resources for the Association and its member groups. Working with the assistance of BORIS, the NGO Service Office in Warsaw, the Association Coordinator has begun work on proposals to U.S. funders to support the Association. The

information provided by ACAP will also be used by the member groups for fundraising to support their individual activities, and the Association Coordinator serves as a resource to them in such efforts. ACAP will continue seek out and provide additional resources and information to assist the Association in its fundraising efforts. All of this information taken together will become a part of the Association's planned resource library.

b. Goodwill Industries Project in Ochota

Plans for the Catholic Association for Disabled Persons (one of the Ochota Association's member groups) to be responsible for establishing a Goodwill-type facility in Ochota had to be changed during the third quarter. The objectives for the Goodwill project - to establish a retail facility that will provide training and employment for the disabled - do not seem to fit with those of the Catholic Association. Therefore, the Association Coordinator, in conjunction with Goodwill Industries International determined that a different partner organization needed to be identified. This decision alters the plan for the U.S. internship project sponsored by Goodwill, however, it is still probable that an appropriate intern will be selected for this program and sent to the U.S. before the end of the year.

The Association Coordinator will organize a meeting of interested members in July to make definitive plans for this project. At this point, the Association is more interested in developing a training project than a retail facility per se. The Association Coordinator will continue to be in contact with Goodwill Industries International to facilitate communication with the appropriate Association members.

c. Other Complementary Activities

ACAP continues to support parallel activities that contribute to the goals of the Ochota project. Especially in view of setbacks in terms of relations with the local government, ACAP would like to keep up the momentum in Ochota and support other related activity in the community. 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. With increased contacts with other NGOs in other countries of Eastern and Central Europe, ACAP also expects to include the Association in regional linkages such as information-exchanges, joint training and other initiatives.

In the U.S. ACAP maintains communication with Ashoka and United Way International, which have both expressed interest in working with the Association. Our U.S. staff continue to seek out resources, potential partners and opportunities for members of the Association. During this quarter, ACAP supported the candidacy of

one of the Association founders to participate in a training program in the U.S. sponsored by the Johns Hopkins Institute for Policy Studies, and we made inquiries about another internship opportunity for the Association chairperson to receive training in the U.S. in working with the disabled.

## B. Evaluation and Conclusions

During the third quarter, ACAP and the Association awaited the results of the local elections in June. A number of the Association members were very active in the campaign either as candidates or in support for opposition candidates to the current local government. The election, nevertheless, generally returned to office Ochota local government officials who prefer to support traditional governmental assistance over self-help and community participation have mostly been re-elected. During the period also, the investigation of the now-dismissed Director of the local government Center for Social Work continued and unfounded allegations continued to be featured in the local press. Although discouraging for the Association because of the former Director's support for and work with them, the Association members mobilized themselves to defend the Center, its former Director and all citizen-based community efforts. Support letters were written to the newspapers and a petition campaign was undertaken.

While disappointing in many respects, such political controversies are a part of the inevitably messy development of local democracy, and we have been pleased to see the mature and civil response by the Ochota Association. Despite the seemingly adverse political climate, Association members are mobilized and actively defending and supporting essential elements of community empowerment, participation and self-determination. These events underline the importance of creating strong nongovernmental organizations that can operate independently from the government.

The Association members are fully convinced of the benefits of working together to improve their community and meet social needs and to the vision of the Ochota Center and they are not being deterred.

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 continue our efforts to encourage them to reach out to other communities and potential partners in Poland, the region 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 coherent fundraising strategy to support future projects, most significantly, the future Ochota Center. ACAP is committed to playing an active part in the Ochota project until the end of FY 1995. We are hopeful that by that time 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 for 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 the third quarter, ACAP chaired two meetings of the PVO consortium. At our thirty-first meeting in April, our guests were the Polish staff of the Foundation in Support of Local Democracy and Joanna Regulska, the U.S. Project Director from Rutgers University. Maria Ptaszynska, FSLD Director, spoke about the political scene in Poland, the upcoming local elections and the Foundation's research in exploring barriers to citizens participation. The Director and her staff described the activities of the Foundation and answered questions from the PVO participants. 52 people were present at this meeting and reports were sent to 250 recipients in the U.S. and Poland.

(See Appendix A for a copy of the meeting report.)

Our thirty-second PVO Consortium meeting featured Jacek Tomorowicz, Minister Counselor of Economic Policy of the Polish Embassy, who briefed participants on the current economic situation in Poland, the government's economic policy and future projections. Ambassador John Ferch, the Director of the Bureau of International Labor Affairs, made a presentation about the activities of the U.S. Labor Department in Poland in the past three years. Mr. Ferch who

directed a recent U.S. government task force focusing on the social safety net in Poland also offered some preliminary information about the potential policy implications of the task force investigation. 25 people attended this meeting and reports of the meeting will be sent to 250 recipients in the U.S. and Poland.

b. Women's Partnership Work Group

The Working Group for Women's Partnerships is organized by ACAP on a less formal basis than our PVO Consortium. Various members coordinate and chair different meetings. At our seventh meeting in May, information was shared about recent conferences sponsored by and about women in Poland. The Work Group discussed different ways to support recent initiatives in Poland to address legal issues affecting Polish women.

c. USAID Lessons Learned Regional Workshop

This quarter saw the publication of the report of the regional workshop entitled, "Lessons Learned and New Directions." The workshop, which we co-chaired with OIC International in Lublin last November, brought together American PVOs engaged in certain USAID-funded projects in Eastern and Central Europe. (This activity was funded separately by USAID, European Bureau.) ACAP's headquarters employed a part-time staff member through the month of April to assist in preparing and sending out the report. ACAP continued to be engaged in follow-up activities related to this project, since it inspired a great deal of interest and a good number of letters from PVOs who wanted to encourage and be involved in follow-up activities. 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.)

Our U.S. office continued to receive a growing number of Polish visitors and requests for information, suggested contacts and support from Poland (either through our Warsaw office or directly) as well as from American PVOs. In addition to information about potential resources in the U.S., we are also able to identify Polish resources that are often unknown to our Polish visitors. We have for instance, copies of the KLON and JAWOR Database Directories available in Polish; many Poles do not know that this resource exists and are pleasantly surprised to discover in them information about new NGOs that are active in their locality. Of course, we continued to make referrals to ACAP/Warsaw for various types of assistance within Poland.

During the third quarter, ACAP staff initiated contacts with a number of American PVOs who are involved in other countries of Central and Eastern Europe. We are interested in the potential to stimulate dialogue among NGOs and PVOs across borders, to share lessons learned, exchange information, share resources and cooperate in mutually beneficial ways. In this connection, our U.S. staff met with the Institute for Democracy in Eastern Europe, World Learning, the Center for Civil Society International, the European Foundation Center, and the U.S. Baltic Foundation to explore avenues for cooperation and information-exchange.

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

## 2. ACAP/Warsaw

ACAP/Warsaw works in various ways with many well-respected Polish organizations including: the Polish Foundation for Children and Youth; BORIS (the Service Office for Self Help Organizations) and other Regional Support Centers; BORDO (the NGO Information Center); KLON, database of Self-Help Initiatives; and JAWOR, database of international PVOs in Poland; the Helsinki Foundation; the Civil Society Development Program; the Foundation in Support of Local Democracy; Partners for Democratic Change; the Foundation for Social and Economic Initiatives; the Stefan Batory Foundation; the S.O.S. Foundation; and the Solidarity Social Foundation. ACAP's Warsaw office has ongoing relationships with international organizations (for example, the Fondation de Pologne/European Foundation, and P.H.A.R.E.'s Civic Dialogue), with government officials and with local social work centers run by municipal government. 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.

During this quarter, ACAP's Polish and American staff were engaged in numerous meetings and discussions with NGO leaders in Poland to discuss the development of the sector, needs and resources, NGO training, the public image of the sector, NGO relationships with the public and private sector and other related issues. In order to broaden our understanding, our Polish program officer initiated contact with NGOs working on environmental issues and in economic development. Our Office Director investigated NGO training, new initiatives, needs and in-country resources. She traveled to the U.S. to brief our U.S. staff on their findings.

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

During the third quarter our Program Officer in Warsaw provided assistance to KLON to update its database of self-help organizations in Poland and prepare for a new edition of the KLON directory. Due to ACAP's early relationship with the both the KLON and JAWOR databases and because our Program Officer in Warsaw continues to contribute to them, ACAP has constant access to them. The range of potential practical 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.

Information from the ACAP's database of American organizations in Poland (which we acquired from the Citizen's Democracy Corps and then updated and enlarged) was drawn upon to compile a list of American funding resources for Polish NGOs. With assistance from ACAP's U.S. office, our Polish Program Officer translated this information and submitted it to BORDO, the Information Center for NonGovernmental Organizations. BORDO is preparing to published a large directory of funding sources for broad use by Polish nonprofit organizations.

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. During this quarter, ACAP/Warsaw acquired a copy of Civil Society USA, a directory of select U.S. NGOs which was published by the Center for Civil Society International (CCSI). ACAP/Warsaw staff will examine this directory for adaptation to Polish needs and ACAP's U.S. staff plan to meet with CCSI to discuss a possible collaboration on adapting this directory for publication 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

In April, ACAP/Warsaw's Office Director was invited by United Way International to attend their XI Global Conference in Budapest. She chaired a plenary session and made a presentation about NGO developments in Poland. In addition to her contributions to the conference, Ms. Jurek learned a great deal about United Way's work in Hungary and made contact with NGO leaders from the region and from around the world. In particular, she established a relationship with a Slovak NGO leader who is interested in collaborating on NGO training.

In May, our Polish staff attended the Gdansk Regional Forum for NonGovernmental Initiatives (FIP). They were involved in supporting the preparations for this event and have subsequently met with the national organizing team to discuss follow-up. Our Warsaw office also provided assistance to a film director who is preparing a television film about the Gdansk FIP. Our Warsaw staff were in contact with the regional FIP organizers in Lublin and continue to be available to them to support their efforts to organize a regional forum there.

During the third quarter, our Warsaw staff continued to participate in regular meetings of the organizing committee for the National FIP which is scheduled for 1995. 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.) Our Program Officer provides technical assistance in database management and other information resources to the FIP staff. Our staff also provided assistance to the fundraising effort for the National FIP.

c. NGO Training and Technical Assistance

Our Warsaw Office Director, Joanna Jurek continues to be deeply involved in NGO training and related technical support activities. Her activities in this area serve to increase ACAP's knowledge of NGO training needs and resources in Poland. She continues to collaborate with other NGO trainers to compile relevant training materials which they share with other NGOs. Based upon her growing experience, ACAP/Warsaw is now better equipped to provide advice in planning and organizing NGO training.

In April, our Ms. Jurek attended a preliminary meeting of NGO trainers to assess developments and needs. The group discussed the possibility of forming an association to support NGO training. A second meeting has been scheduled for later this summer. If such an association is formed, our Ms. Jurek will become a member.

During the third quarter, Ms. Jurek continued to provide assistance to the Polish Foundation for Children and Youth's Leadership Enhancement Program. She assisted in preparations for the current stage of the training and attended various sessions to provide feedback to the organizers. She has also been working, on a consulting basis, with TEMPUS to assess TEMPUS-funded projects concerned with youth exchange in Poland and to prepare a training program for youth leaders and for local educational authorities. ACAP supports these activities since they contribute to broadening Ms. Jurek's contacts and to developing her expertise in training and evaluation.

During this quarter, Ms. Jurek was asked by the Polish Psychological Society in Krakow for assistance in developing a leadership training program for youth leaders. This led to additional discussions about their interest in developing a volunteer center in Krakow. Another meeting is scheduled for later this summer. Finally, during this quarter, Ms. Jurek served on the selection committee for the Pew Charitable Foundation's Eisenhower Fellowship Program.

Our Program Officer, Filip Rościszewski, continues to provide technical assistance in database management and computer systems for various nonprofits. He is regularly available to the organizing team for the National Forum (mentioned above) and to BORDO, the Information Center for NonGovernmental Organizations, among others. During the third quarter, he continued to provide valuable assistance to the KLON project in the effort to update the database. He also trained database operators for the Regional Support Centers which will be responsible for the KLON database at the local level. In May, he began providing technical assistance to TUS, a Warsaw-based foundation that provides specialized commuting services for the disabled.

d. 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 important 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. [We will continue to explore ways to enhance the meetings and also the possibility of broadening our PVO information-sharing efforts, perhaps through some extension of our PVO meetings.]

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.

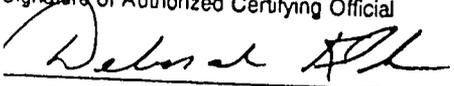
ACAP/Warsaw maintains a very positive reputation among Polish NGOs as well. ACAP/Warsaw contributes through providing database contacts and technical assistance, coordinating and organizing meetings of NGOs, contributing to planning and evaluations and in actual training workshops for NGOs. Our Warsaw staff will continue to be involved in planning for training programs, conferences and new program initiatives 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 other project 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.

# FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted <b>AID/M/FM/PAFD</b>		2. Federal Grant or Other Identifying Number Assigned By Federal Agency <b>EUR-1058-G-00-1087</b>		OMB Approval No. <b>0348-0039</b>	Page <b>1</b>	of <b>1</b>
3. Recipient Organization (Name and complete address, including ZIP code) <b>American Committee for Aid to Poland, Inc. (ACAP) P.O. Box 6275 McLean, VA 22106-6275</b>						
4. Employer Identification Number <b>54-1562627</b>		5. Recipient Account Number or Identifying Number <b>01762524</b>		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) <b>09/29/91</b>		To: (Month, Day, Year) <b>09/30/95</b>		9. Period Covered by this Report From: (Month, Day, Year) <b>04/01/94</b>		To: (Month, Day, Year) <b>06/30/94</b>
10. Transactions:			I Previously Reported	II This Period	III Cumulative	
a. Total outlays			714,903	72,242	787,145	
b. Recipient share of outlays			387,067	28,279	415,346	
c. Federal share of outlays			327,836	43,963	371,799	
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)					371,799	
h. Total Federal funds authorized for this funding period					680,000	
i. Unobligated balance of Federal funds (Line h minus line g)					308,201	
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 <b>52,557</b>	c. Base <b>1,247,533</b>	d. Total Amount <b>5,448</b>	e. Federal Share <b>5,448</b>	
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 <b>Deborah Klenke Financial and Administrative Officer</b>				Telephone (Area code, number and extension) <b>(703) 506-1088</b>		
Signature of Authorized Certifying Official 				Date Report Submitted <b>06/30/94</b>		

# 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

Number and Street: P.O. Box 6275  
 1364 Beverly Rd, Suite 304

City, State and ZIP Code: McLean, VA 22106

4. Federal grant or other identification number  
 EUR-0158-G-00-1087

5. Recipient's account number or identifying number  
 01762524

6. Letter of credit number  
 72001662

7. Last payment voucher number  
 031

Give total number for this period

8. Payment Vouchers credited to your account  
 \$39,025.14

9. Treasury checks received (whether or not deposited)  
 N/A

## 3. FEDERAL EMPLOYER IDENTIFICATION NO.

54-1562627

## 10. PERIOD COVERED BY THIS REPORT

FROM (month, day, year)  
 04/01/94

TO (month, day, year)  
 06/30/94

## 11. STATUS OF

FEDERAL  
 CASH

(See specific instructions on the back)

a. Cash on hand beginning of reporting period

\$ (10,340.09)

b. Letter of credit withdrawals

39,025.14

c. Treasury check payments

N/A

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

39,025.14

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

28,685.05

f. Gross disbursements

43,962.55

g. Federal share of program income

N/A

h. Net disbursements (Line f minus line g)

43,962.55

i. Adjustments of prior periods

-0-

j. Cash on hand end of period

\$ (15,277.50)

## 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\*\*\* Total Warsaw Expenses for period not available on July 15, 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

*Deborah Klenke*

TYPED OR PRINTED NAME AND TITLE

Deborah Klenke  
 Financial and Administrative Officer

DATE REPORT SUBMITTED

06/30/94

TELEPHONE (Area Code, Number, Extension)

(703) 506-1088

THIS SPACE FOR AGENCY USE

**APPENDICES**

- A - Report of the 31st meeting of the PVO Consortium
- B - Consultative Assistance, April - June, 1994

**APPENDIX A**

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**Report of the 31st Meeting of the PVO Consortium**

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**THIRTY-FIRST MEETING  
PRIVATE VOLUNTARY ORGANIZATIONS ACTIVE IN POLAND  
chaired by  
THE AMERICAN COMMITTEE FOR AID TO POLAND  
21st April 1994**

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The thirty-first meeting of private voluntary organizations active in Poland took place at the National Endowment for Democracy. About fifty people attended. ACAP President Gifford Malone chaired the meeting. The next ACAP meeting will be held on Wednesday, June 22nd, 1994 at 11:00 am at the National Endowment for Democracy.

Gifford Malone welcomed the participants and introduced the featured speakers from the Foundation in Support of Local Democracy who would be speaking primarily about local democracy in Poland.

**Joanna Regulska**, head of Local Democracy in Poland Project at Rutgers University and an original member of the Foundation in Support of Local Democracy, introduced her colleagues from Poland.

**Maria Ptaszynska-Woloczko** is Executive Director of the Foundation in Support of Local Democracy, a position which requires oversight of 16 regional training centers, 5 schools of local government and public administration, 2 community college programs, 11 Polish-American Enterprise Clubs, 280 full-time employees and a number of part time lecturers. Brochures on the Foundation and its activities are available.

**Andrzej Bednarski** is a member of Board of Directors and heads school of local government in Kielce.

**Halina Burzynska-Chitasombat** is the Director of American Programs.

**Mirek Grochowski** is Acting Director of the Local Democracy in Poland Project at Rutgers while Ms. Regulska is in Poland.

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**Maria Ptaszynska-Woloczko** expressed her gratitude for the opportunity to speak. She was asked to speak about the situation of local government in Poland and to address the following issues: primary problems of local government in Poland; current constraints on local government due to lack of completion of government reform programs; barriers on public participation in the upcoming elections; and specific information about the Foundation's activities.

Regarding the overall political situation, Ms. Ptaszynska-Woloczko expressed her opinion that the present government has definite centralizing tendencies and is working to restrict local government. For example, the government has stopped the second stage of local government reform, establishing the "powiat" system, even though the territorial division has already been approved.

Many areas of civil life still remain centralized. A pilot program in which cities would take over new areas of responsibility, such as health care and education, has been restricted to larger cities. Another example of government reluctance to decentralize is that the transfer of responsibility for elementary schools to municipalities has been stopped. Only a few municipalities with the necessary resources have been able to take on responsibility for elementary education.

Ms. Ptaszynska-Woloczko said that the financial situation is a permanent problem. Present legislation to address municipal finance is focused on the present and therefore municipalities are not able to engage in long-term planning. Municipalities have been given new, mandatory responsibilities but without additional money or with even less money to carry out them out. She noted that there is a lack of financial institutions offering inexpensive loans.

Ninety-five percent of the investment by municipalities is financed from the current budget.

Ms. Ptaszynska-Woloczkoicz offered some comments about human resources and the organization of local governments. There is a shortage of qualified individuals to manage municipal development. Municipalities lack an appropriately trained human resource base. This is reflected in the quality of municipal services and affects the public's perception of local government. In fact, many of the constraints facing local governments are due to the absence of professional skills and personal experience. In particular, skills are lacking in conflict resolution and the development of consensus, and there is little awareness of the need for these skills. Also, despite some improvements, there is still insufficient technical equipment at the municipal level.

For their part, local populations do not trust new local government officials, and people do not believe in the permanence of the changes that have occurred. People have little awareness or willingness to participate in local government. Since local governments are deficient in information policy skills, they cannot achieve support or consensus. There is still very much of a "we versus they" mentality and a great deal of pessimism at the local level.

On a more optimistic note, Ms. Ptaszynska-Woloczkoicz recounted some of the successes of the Foundation in Support of Local Democracy. Thirty thousand people were trained in 1990. The Foundation serves 1,900 municipalities through training, consultancy and grant allocation; 2,500 municipalities receive the Foundation's publications.

The Foundation has been working to address these issues by providing training for new officials through long and short-term courses. Sixty-four thousand have been trained thus far. The Foundation provides consultants to work in such areas as conflict resolution. It also provides grants for innovative projects and programs to stimulate community participation in local government. The local Foundation centers serve as a forum of groups of local government employees.

Ms. Ptaszynska-Woloczkoicz said that citizens' participation is essential to the development of local democracy. The Foundation has completed a survey to identify barriers to participation. In particular, she cited citizens' frustration because of expectations that were unrealistically high; disappointment in new politicians; inadequate citizens' organizations; and the general lack of confidence in citizen-based initiatives. The Foundation has been involved in a number of projects to support public participation, for instance, the "Dialogue Project" in Bialystok and the "Building Political Participation in Poland" project to build democratic institutions.

Elections for new local governments will be held on June 19, 1994. A Foundation survey determined that fifty percent of present councilors will be seeking re-election. In addition, there are many new candidates. The Foundation is now adapting its training to meet the needs of two groups. Its training programs will have to address the basics for beginners and at the same time will deal with issues like dialogue with the electorate, planning and public activity, for experienced officials seeking re-election.

The Foundation's strengths and successes include their 16 Regional Training Centers, their community college programs, and their publications on local government. The 11 Polish-American Enterprise Clubs assist in the development of small businesses and their cooperation with local government. They have developed a successful network of local government officials concerned with environmental problems. Other strengths include their representative office in the U.S., good relationships with sponsors and cooperation with foreign institutions. They cooperate closely with 1,900 municipalities. They have trained 30,000 candidates for local government, and 64,000 are taking courses. There have been 620 graduates of their 2-year community college program, with 800 currently attending. The Foundation has published sixty different publications.

In the future, the Foundation in Support of Local Democracy expects to maintain substantial relations with local government and to work to strengthen contacts between local government and the public. The Foundation

would like to become self-sufficient within the next five years. In closing, Ms. Ptaszynska-Woloczkoicz expressed appreciation to foreign funders and to the individuals who have contributed to the Foundation's efforts.

**Joanna Regulska** added two important considerations. She said that while little is being written outside of Poland about local government, this has become an important issue in the Polish press and media. She said that media attention to the threat to local government presented by the current central government helps to raise public awareness of this critical issue.

In her view, the most successful gain of the last four years is the changes that have been made in the decentralization process and the development of local governments. Ms. Regulska suggested that this progress cannot be turned back despite changes in the central government. The structure of local government has already been established and now it is a question of how to strengthen it.

**Halina Burzynska-Chitasombat** added that the Foundation not only serves as a professional organization for training and education, but it presents opportunities at the local level for officials to network. The Regional Training Centers offer several specific fora, such as meetings of local government secretary-treasurers, meetings of education officials, environmental officials and attorneys in local government. Such meetings allow for the free exchange of ideas and enable officials to give voice, individually and collectively, to their concerns. This also helps officials to realize the need for networking at the national level. In this way, the Foundation performs the function of an NGO contributing to the development of civil society.

**Andrzej Bednarz** offered some additional information about the Regional Training Centers. He noted that they are implementing a new, more modern model of education which relies upon new and more interactive techniques, case studies and Western ideas. The cooperation between the Regional Training Centers and Western institutions allows for trainees to learn from the experience of others and to be exposed to different points of view. At the Training

Center at Kielce, for instance, fifty percent of the students participate in annual foreign internships.

Gifford Malone offered the participants the opportunity to ask questions to the Foundation representatives.

**Mike Kristula**, the International Media Fund, asked about media involvement supporting local government development. Ms. Ptaszynska-Woloczkoicz said that there is no national media program; the national media will begin to focus on the local government election campaigns. She said that the relationship between government, media and the people differs in different parts of Poland. Greater attention is needed to spread an understanding of local democracy. She said that the activities of the Foundation are publicized on the radio.

**Chuck Anderson**, International City Managers' Association, said that the success of local government is dependent on securing public control of sources of financing, such as the local real estate tax base. He asked what progress has been made in this area. Ms. Ptaszynska-Woloczkoicz agreed that local government can only be effective in so far as it has control over revenue. She said that along with this, there must be clarification of the obligations and competencies of various levels of government.

**Urszula Nowakowski** asked if the Foundation's has programs specifically targeted at women in local government. Joanna Regulska said that currently only 10% of local officials are women. Ms. Regulska has just started an informal group in Poland, called "Women Also," which aims to get more women into government positions and to work against the marginalization of women and other minorities. The group would like to take advantage of the upcoming local elections to encourage women's involvement. The Foundation has translated materials to assist women candidates. They have training materials on assertiveness and they are working to change perceptions and people's awareness.

**Glen Shive**, Council of International Programs, asked if there are any statistics available on local government councilors. As to the fact that 50% of current government officials are seeking re-election in June, Mr. Shive inquired if this is a positive development. He

also wanted an opinion about the applicability of various Western models of local government: are Western European models more appropriate than American models?

Ms. Ptaszynska-Woloczkoicz said that the new elections will fill 52,000 elective positions. She said that the officials seeking re-election bring with them some experience. On the other hand the new candidates bring new ideas.

The Foundation cooperated with the National Survey Office in March and April 1994 to survey 800 communities in Poland. Twenty percent of the people would like to see new candidates in the election. Fifty percent would like to see more peasants elected while others were interested in women candidates. This phenomenon makes the establishment of appropriate training programs more challenging because of the growing diversity of specialized needs of potential candidates.

Jason Brown, Agricultural Cooperative Development International, asked if the Foundation is involved in supporting the creation of NGOs. He wanted to know what types of NGOs are emerging outside of the larger cities.

Ms. Ptaszynska-Woloczkoicz said that not too many NGOs cooperate in the Foundation's training programs due to the long-term investment involved. She said that many new short-term training programs are now available for NGOs. Courses on management seem to be a hot topic, in general, and many management courses are being offered. The Foundation's Regional Training Centers share their experience and materials and try to offer more diverse courses for NGOs to attend. There is increasing interest and awareness of the need for local governments to seek knowledge and training.

Joanna Regulska added that there has been an overall increase in the number of NGOs in Poland. She said that NGOs bring in a very important dimension and have a critical role to play in civic development and in the provision of services, for example. She emphasized the importance of focusing on the grassroots level where many NGOs are operating.

John Ferch, U.S. Labor Department, wanted to know more specifically about central government policies that are working against local government reform. Ms. Ptaszynska-Woloczkoicz said that expectations for rapid and substantial reform have been disappointed. The local government reform program was essentially stopped following the September elections.

Ewa Wierzynska, *Rzeczpospolita*, asked for specific examples of this. Ms. Ptaszynska-Woloczkoicz explained that it was an obligatory step in the reform program for local governments to take over responsibility for primary schools and local governments were ready to do so. Formerly local governments were allocated funds to support the schools, but due to the policies of the current government, money has not been appropriated to local governments for this function. Since the schools are in debt, it is only the richest communities (about 10%) that are able to take over and run these schools.

Tony Kowalski said that the fact that financial resources to support the Foundation in Support of Local Democracy come largely from abroad could jeopardize the future of the Foundation's activities. Ms. Ptaszynska-Woloczkoicz said that the Foundation could not continue the current scale of activities without external support. She added that their support does not come only from the U.S.; the Foundation executes PHARE programs and the Europeans' contributions are more substantial. She said that currently one-third of the Foundation's budget derives from its own income.

David Sears, Economic Research Service, U.S. Department of Agriculture, asked how or if local elections are related to political parties. Andrzej Bednarz said that the political influence of the main political parties is most prominent in the larger cities. In the smaller communities, however, candidates are not as strongly tied to parties. In communities with populations of less than 40,000, a candidate can run as an individual. The tendency now is toward building coalitions between parties.

Mirek Grochowski identified two positive trends. He said that according to the latest public opinion polls, forty-seven percent are basically satisfied with local government. This is

more than the number who say they are satisfied with the national government. He also said that in terms of revenues, in 1989-90 there was a great emphasis on privatizing everything. Now there is a debate about whether to commercialize or to privatize and he said this represents the appearance of more flexible and realistic approaches to revenue generation.

About NGOs, Mr. Grochowski said that the early efforts to organize various unions and associations were often short-lived and unsuccessful. However, the NGOs that are forming now are very important; many are serious and well-organized.

Gifford Malone asked for a prediction of voter turnout for the upcoming elections and whether it is expected to be higher than the level of about 42% seen during the last local elections. Joanna Regulska said that this is very difficult to predict. She said that she is more worried about having enough candidates for the local elections since people seem to be moving away from politics.

Ewa Wierzynska, *Rzeczpospolita*, asked what the Foundation in Support of Local Democracy is doing to get the voters out in June. Ms. Ptaszynska-Woloczko said that there is a mass media campaign underway. The Foundation's training and advertising of their activities focuses attention on local government and the elections. The involvement of Polish NGOs, like the Foundation, is rather tricky, because it creates the impression of partisanship. She would like to see other organizations involved in getting out the vote.

Gifford Malone moved the discussion to participants' announcements concerning their programs.

David Sears, Economic Research Service, U.S. Department of Agriculture, has been working in agricultural areas of Poland for the past 3-4 years with funding from USAID. Last year, he began to work with the Polish-American Cooperative Extension Service in rural development. Mr. Sears visited Poland twice, once last summer on an exploratory visit and again last November with John Rohr of the Ohio State Extension Service. For this visit, the Polish Ministry of Agriculture appointed a team

of rural experts. Following meetings with the experts, the American team issued a report with recommendations.

They are currently awaiting a response from Poland in order to plan future activities. Mr. Sears said that dealing exclusively with the Ministry of Agriculture is not ideal since the team of experts should be broader in order to represent other key rural development issues. Gifford Malone suggested that Mr. Sears might find it interesting to speak with the representatives from TechnoServe who were present.

Clay Wirt, Virginia Local Government Managers' Association, has been working with a project called the "Manager-to-Manager" Exchange which has organized exchanges of fifteen American and fifteen Polish participants in the past two years and is supported by the USIA. In addition to the original cities - Warsaw, Opole, Olsztyn, and Krakow - they are now working in Poznan, and other cities are seeking to participate.

Mr. Wirt said that the Foundation has been extremely helpful to their program. For instance, the Foundation provides orientations for the American managers when they arrive in Poland. A video of the American orientation for the Polish managers has been provided to the Foundation. Both sides benefit from these exchanges. The Poles, for example, have a great deal of experience in the restoration of historic buildings which is very helpful in Virginia. A need expressed by participants that the program would like to explore is how local government can support economic development since, "a poor democracy does not survive."

John Holman reported that the Delphi International Group is working with NGOs and community organizations involved in the provision of social services. They began their work in Ochota, with the help of ACAP, and their training has evolved into a full course covering a variety of topics, such as planning, fundraising, communication and conflict resolution. They are now working in other communities in Warsaw, Plock, Poznan and in Slovakia. A university in Poznan would like to work with Delphi to adapt their curriculum materials for social work education and training for NGOs.

**Chris Lane**, INET for Women and the INET Foundation, is working with the Foundation in Support of Local Democracy's Enterprise Clubs to develop libraries. They recently dedicated a library in Wroclaw and will be opening one in Krakow on May 11 and in Lublin on May 13, where they will also be conducting a public dialogue for journalists, NGOs and business on lobbying and related issues.

**Orna Tamches**, League of Women Voters, said that the Foundation in Support of Local Democracy has been a wonderful partner over the past two and a half years of the League's work on NGO development and citizen activism in Poland. The League has been working to give women a stronger voice in local government.

Ms. Tamches said that there are difficulties in getting out the vote in Poland and being nonpartisan. Some of the former participants of the League's program have been putting together nonpartisan lists of candidates and their positions to help prepare voters for the June elections. The League's seed grant program, which provided small grants for projects in community education, local government, women's rights and the environment, has been completed. Thanks to the National Endowment for Democracy, they will be able to offer another round of seed grants.

**Mike Kristula** reported that the International Media Fund has been working in Krakow. They have recently signed an agreement with the Jagellonian University to develop a journalism curriculum. A consortium of educational institutions is involved. IMF also supports the Independent Media Resource Center in Warsaw. Mr. Kristula said that it has been difficult for IMF to become involved at the local level with radio stations because until now these stations were functioning illegally.

**Barbara Czachorska-Jones**, Cooperative Housing Foundation, was not present at the meeting but submitted the following information on their participant training project, "The Role of Public Administrators in Housing Delivery in Poland."

CHF has recently completed the first component of its training program which brought six participants from Poland together with housing agencies in the U.S. The goal of the project is to provide senior level housing administrators from Central and Eastern Europe with practical exposure to U.S. approaches to housing delivery, focusing on the role of public administrators. Through the program, participants develop an understanding of different kinds of approaches, policy trade-offs, various types of activities planned and implemented and other ways in which housing delivery issues are confronted in a developed housing market operating in accordance with market conditions.

The six participants for Poland represented different geographic, economic and urban settings, including Poznan, Szczecin, Bialystok, Trzebinia and Swinoujscie. Housing authorities from Kentucky, New Mexico and Rhode Island acted as US hosting organizations. The specific program activities focused on housing finance mechanisms, strategies of involving the private sector, different ways of collaboration with local non-profit and for-profit organizations. The program is co-sponsored by the USAID, CHF and the hosting U.S. agencies.

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**APPENDIX B**

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**Consultative Assistance, April - June, 1994**

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**ACAP'S PVO/NGO ASSISTANCE ACTIVITIES**  
**April 1st - June 30th, 1994**

**PROGRAM COORDINATION AND INFORMATION-SHARING**

- **BORDO** (The Information Center for NonGovernmental Organizations)  
ACAP and BORDO collaborate on plans for BORDO's NGO Resource Library. Resources will include a directory of American financial resources for Polish NGOs; ACAP staff in the U.S. and Poland have been providing and translating information about foundations in the U.S. ACAP/Warsaw has also contributed expertise by assessing training materials currently available to support NGOs; this will help BORDO to further develop their resource materials for the Library.
- **BORIS** (the Support Office for the Self-Help Movement)  
ACAP/Warsaw maintains a close working relationship with BORIS in several projects areas. During this quarter, ACAP staff held meetings with BORIS staff to assess the status of NGO development, in general, and NGO training needs, programs and training materials specifically. Meetings with BORIS also included ACAP's U.S. staff and possibilities for future cooperation were discussed.
- **Center for Civil Society International**  
CCSI requested a meeting with ACAP in the U.S. for information exchange purposes. ACAP provided some contacts in the U.S. and Poland and CCSI shared materials they have developed for Russia, NIS and the Baltic states which might be useful in Poland also. Possibilities for future cooperation are being considered.
- **Center for the Promotion of Women**  
A meeting was held with ACAP's U.S. and Polish staff for updated information on the Center's activities and general information exchange.
- **Civil Society Development Program**  
ACAP's Research Administrator is an integral part of this project and provides essential advice and direction to the CSDP's Polish program. ACAP maintains an ongoing relationship with the program, exchanging information and keeping abreast of the project. The program's staff contributed to ACAP's research on NGO needs. ACAP's U.S. staff met with CSDP staff to discuss possibilities for future cooperation.
- **The European Foundation Center**  
Information exchange meeting with ACAP's U.S. and Polish staff to discuss the Foundation's Center's plans for opening a regional office in Warsaw, their future activities and to explore possibilities for cooperation.

## Appendix B

- **"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 preparations for regional fora in Gdańsk in Lublin. During this quarter, ACAP/Warsaw staff helped in developing grant proposals and in planning the overall fundraising strategy. ACAP/Warsaw staff participated in the Gdańsk Regional Forum, assisted with media coverage and in evaluating its results. ACAP/Warsaw's Program Officer provides ongoing technical assistance to maintain the FIP database and coordinating it with updated information from the KLON database.
- **FISE, Foundation to Support Social and Economic Initiatives**  
ACAP has a good working relationship with FISE. During this quarter, FISE staff contributed information to ACAP regarding NGO development and funding mechanisms.
- **Fondation de Pologne/ Fondation de France**  
Ongoing coordination meetings in Warsaw to support the planning and organization of the National Forum for NonGovernmental Initiatives and other NGO developments. ACAP met with Fondation de Pologne staff to discuss the foundation's experience in providing small grants to NGOs.
- **Foundation in Support of Local Democracy**  
ACAP's U.S. Office worked with the Local Democracy Project at Rutgers to plan and coordinate participation of their Polish representatives at our PVO Consortium meeting in April.
- **German Marshall Fund**  
ACAP/Warsaw's Office Director met with GMF Program Officer to provide updated information from Poland and for general information exchange.
- **Institute for Democracy in Eastern Europe**  
Information exchange meetings took place both in Washington and Warsaw during the last quarter. Possibilities for future cooperation and information exchange in the region were discussed.
- **Zbigniew Janas, Minister of Parliament**  
ACAP's U.S. and Polish staff held a discussion with this MP regarding the situation of the legal infrastructure for NGO activity in Poland and possibilities for legal reform.
- **Johns Hopkins University: Institute for Policy Studies**  
ACAP staff in the U.S. and Poland maintain communications with JHIPS regarding their program to train NGO leaders in Poland. ACAP staff met with JHIPS' Polish Program Advisor to discuss the overall development of the sector and training needs.

## Appendix B

- **KLON/JAWOR Database Projects**  
Regular coordination meetings with both U.S. and Polish staff. ACAP has ongoing access to both databases which provide valuable information about NGOs in Poland. ACAP's Warsaw Program Officer has been contributing to a recent update of the database and the creation of a new KLON directory.
- **Joyce Mertz-Gilmore Foundation**  
ACAP's Warsaw Office hosted a visit by the foundation's Program Officer and briefed her on developments in the Nonprofit Sector in Poland.
- **National Association of Social Workers**  
ACAP's U.S. staff discussed NASW's work in the region, its relevance to Poland and provided information about the reform of social work education in Poland. A subsequent information exchange meeting was held with an NASW member who has been involved in an effort to improve social work education in Poland.
- **OIC Poland and OIC International**  
Communication in the U.S. and Poland regarding follow-up to "Lessons Learned and New Directions Workshop" held in Lublin last November. ACAP/Warsaw staff shared information with and worked with OIC/Poland staff researching various areas of NGO development. The potential for future cooperation was discussed among all staff and staff exchange visits to place.
- **Polish Foundation for Children and Youth**  
ACAP/Warsaw staff are in regular communication with the Youth Foundation's staff and our Warsaw Office Director provides support for their Leadership Development Program. During this quarter, several meetings and information exchanges took place to assess NGO development, small grant mechanisms, project evaluation methods, NGO training and the legal situation of NGOs in Poland. Possibilities of future cooperation were discussed.
- **Polish Ministry of Labor and Social Policy/ Regional Support Centers (ROW)**  
ACAP staff maintain close communication with ministry staff who work with PHARE-supported projects including the five Regional Support Centers for NGOs. Discussions were held about NGO development, training needs, funding mechanisms and the specific activities of the Regional Support Centers.

## Appendix B

- **U.S. Agency for International Development/ U.S. State Department**  
ACAP staff regularly communicate with USAID staff in the U.S. and in Poland. During this quarter, Washington-based communications centered mostly on follow-up to the Lublin Workshop which AID sponsored. In Warsaw, ACAP staff visited the Embassy to discuss NGO development issues with USAID mission staff. In addition, ACAP hosted a visit by AID staff and the Office of the Coordination of U.S. Assistance to Eastern Europe to discuss issues related to the social safety net.
- **U.S. - Baltic Foundation**  
A meeting was held in Washington to exchange information. ACAP provided relevant contacts in Poland. Cross-border NGO activities and electronic communications linkages were among the topics discussed.
- **U.S. Commerce Department, Eastern European Business Information Center**  
ACAP staff in the U.S. met with EEBIC staff for assistance in researching American companies in Poland in order to encourage development of the domestic donor base for NGO activities in Poland.

### ASSISTANCE TO AMERICAN PVOs

- **"Anonymous foundation"**  
In response to a request from Prague, ACAP provided an assessment of the development of NGOs in Poland in the areas of economic development, the environment and civil society.
- **Community Development Foundation**  
ACAP/U.S. provided information and referrals to contribute to a research project regarding indigenous NGO development in Central Europe and funding sources.
- **Georgetown University East Central European Scholarship Program**  
ACAP/US provided contacts and to assist four Polish participants in seeking internship experiences in the U.S.
- **Goodwill Industries International**  
Ongoing communications in the U.S. to facilitate communication with the Ochota Association regarding participation in a Goodwill internship program in the U.S. to further the effort to establish a Goodwill project in Ochota.

## Appendix B

- **Helsinki Foundation**  
Information exchanges in Warsaw regarding general programming and consultation with ACAP/Warsaw Office Director for assistance in designing NGO training workshops in the area of human rights.
- **Joint Eastern European Center for Democratic Education and Governance/ Kettering Foundation**  
Consultation with ACAP staff in the U.S. and Poland regarding their interest in bringing their national issues forum project to Poland. ACAP provided advice and contacts.
- **M.S.C.I.**  
ACAP I.S. staff provided information and PVO contacts to assist in their program to host a delegation from the Polish Ministry of Health.
- **National Safety Council**  
ACAP's assistance was requested, including contacts, information and advice for an upcoming visit, to support a study project which will assess industrial safety issues in Poland and possibly result in NSC activity there.
- **Ohio State University: Mershon Center**  
ACAP's U.S. staff provided information and contacts requested by Mershon Center staff regarding a regional research project on civic education efforts.
- **Partners for Democratic Change**  
ACAP staff in Poland provided contacts and other assistance in new staff hiring and selection.
- **Pew Charitable Trusts: Eisenhower Fellowship Program**  
ACAP's Warsaw Office Director has provided feedback based upon her participation in the program. She also served on the selection committee for the 1994 Multinational Program.
- **United Way International**  
ACAP's U.S. and Polish staff continue to provide advice to UWI regarding their interest in establishing a program in Poland. ACAP's Office Director traveled to Budapest to contribute to their global conference (see below).

**ASSISTANCE TO POLISH NGOS**

- o **Jagellonian University Management School**  
ACAP's assistance was sought to provide information, advice and contacts to establish a Telecommunications Management curriculum and also for contacts to facilitate educational and cultural exchanges, youth programs and self help projects in a Krakow suburb which is sister city to Sparta, Michigan.
- o **Liceum Ogólnokształcące, Mielec**  
ACAP staff in the U.S. provided information and contacts to assist a special project at this Polish high school that will develop a new curriculum to better prepare students to participate in a democratic society and free market economy.
- o **Polish Psychological Association, Krakow**  
ACAP/Warsaw's assistance has been requested by this organization to assist them in developing a volunteer center in southern Poland and in developing a program for youth leaders. Future meetings have been scheduled in Warsaw to provide advice and possibly assist with training.
- o **Polish Women's Rights Center**  
ACAP staff met with a Polish WREI Congressional Fellow to provide advice, information and contacts to assist in the development of a center for gender equity, law and policy in Warsaw. Suggestions for potential funding sources and other contacts were provided.
- o **University of Warsaw, Law Faculty**  
ACAP's U.S. staff provided information and referrals to support a project to establish a curriculum on women's legal issues.
- o **Uniwersytet Warszawski Filia w Białymstoku**  
ACAP staff in the U.S. provided referrals for financial support for a project to upgrade this university library.

**CONFERENCE COORDINATION**

- + 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 1995. ACAP/Warsaw is a member of the organizing committee and attends regular planning meetings and contributes to the effort to raise funds for the event. ACAP/Warsaw staff provided organizational support for the Gdańsk Regional Forum and attended this successful event in early May. They will continue to provide assistance to the local organizers of the Lublin Regional Forum, as needed.

## Appendix B

- + ACAP/Warsaw staff participated in **United Way International's Global Conference** which was held in Budapest in late April. Our Warsaw Office Director chaired a plenary session and presented information about NGO development in Poland.

### NGO TRAINING AND TECHNICAL ASSISTANCE

- ACAP/Warsaw's Officer Director continues to provide technical support for a Leadership Enhancement Program for young NGO leaders which is sponsored by the Polish Foundation for Children and Youth. She also assists in program design and evaluation and serves on the grant committee which awards fellowships to promising youth leaders in NGO work.
- ACAP/Warsaw's Office Director serves as a consultant for **TEMPUS**, a European-funded exchange and training program. She is completing an evaluation of the previous year's projects. She is also helping to design two new training projects for youth leaders and for educational professionals.
- ACAP/Warsaw's Office Director provided key contacts and assistance in designing a training program for NGO leaders in human rights which will be undertaken this summer by the Helsinki Committee. She will assist in the adaptation of this training program for presentation to NGO leaders from other countries in Eastern Europe and the newly Independent States in the fall.
- ACAP/Warsaw Program Officer continues to provide technical assistance for the **KLON Database** project to support database management, updating, and the completion of a revised and updated directory. He has also contributed to the design and training of technical staff for KLON's Regional Support Centers (ROW) which will be responsible for the KLON Database.
- ACAP/Warsaw Program Officer provides ongoing technical assistance to the staff of the **Forum for NonGovernmental Initiatives (FIP)** in database management and linkage to the KLON Database.

**MISCELLANEOUS INDIVIDUAL REQUESTS FOR INFORMATION**

- ACAP continues to receive regular requests for assistance in getting donated materials (particularly medical equipment and supplies and books) to Poland.
- ACAP/US is becoming known among Polish visitors to the U.S. More and more frequently, independent Polish visitors and students in the U.S. are seeking assistance in identifying potential resources for various projects and needs in Poland.
- ACAP/US has become a frequent source of information for Peace Corps Volunteers recently returned from Poland and looking information about PVOs, Poland and employment and other opportunities to return to Poland.
- 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 and internship opportunities and referrals in Poland and the U.S.

Both ACAP offices receive requests on a regular basis in the above categories. In addition to general information, we are often able to refer inquiries to more appropriate sources. We have developed resources and contact lists in the following categories: Humanitarian Relief and Donations; Book Donations; Resources for students seeking scholarship money; Programs for Teaching English in Poland and Other Volunteer Opportunities which we use for referral purposes.