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*Academy for Educational Development*

## DEMOCRACY NETWORK PROJECT

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# **CATALOGUE OF POLISH LANGUAGE PUBLICATIONS DEVELOPED BY GRANTEES OF THE ACADEMY FOR EDUCATIONAL DEVELOPMENT (AED) AND THE ACADEMY FOR THE DEVELOPMENT OF PHILANTHROPY IN POLAND DURING THE DEMOCRACY NETWORK PROJECT**

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- 1 -

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The publications cover a wide range of topics connected with the implementation of social and economic local programs.

Materials are organized thematically (education, philanthropy, economy, ecology, non-governmental organizations, social welfare, tourism, local government).

EDUCATION LESSON PLANS, TRAINING PROGRAMS	<u>3</u>
PHILANTHROPY INTRODUCTION TO PROMOTING CHARITY	<u>4</u>
ECONOMY LOCAL DEVELOPMENT	<u>4</u>
NON-GOVERNMENTAL ORGANIZATIONS	<u>5</u>
ECOLOGY LOCAL PROGRAMS	<u>6</u>
LOCAL GOVERNMENT FUNCTIONING AND PLATFORMS FOR COOPERATION	<u>7</u>
SOCIAL WELFARE REPORTS, RESOURCE BOOKS, TRAINING PROGRAMS	<u>8</u>
TOURISM LOCAL DEVELOPMENT	<u>9</u>
PERIODICALS PUBLISHED BY GRANTEES AND PARTLY FUNDED BY DEMNET	<u>10</u>

**UNLESS OTHERWISE INDICATED  
PUBLICATIONS ARE IN POLISH ONLY.**

## **EDUCATION· LESSON PLANS, TRAINING PROGRAMS**

**1 How to Win Youth for Democracy?** Warsaw 1996 Brochure addressed to high-school students and local government officials responsible for educational policies, it presents the basics of democracy, the role of schools in a democratic state and a general outline of the educational program implemented by the Institute **Instytut Badan nad Podstawami Demokracji (Institute for Study on the Foundations of Democracy)** ul Sosnowskiego 6 m 9, 02-784 Warsaw, tel/fax (48 22) 641 92 66

**2 Handbook for Student Governments** Warsaw 1996 Handbook containing basic rules and regulations concerning student governments in secondary schools, examples of by-laws, organizational aids, and information on students' rights **Fundacja "Edukacja dla Demokracji" (Education for Democracy Foundation)**, ul Podwale 5/30, 00-252 Warsaw, tel (48-22) 827-76-36, fax (48 22) 827-76-36

**3 How to Build Democracy in School, workbook** Nowy Sącz 1997 Outline of a democracy education program including special sections on the role of citizens groups in the community, characteristics of a good leader, and how to make your school more effective **Oddzial Sądecki Małopolskiego Towarzystwa Oświatowego (Małopolska Education Society/ Nowy Sącz Branch)** ul Limanowskiego 7, 33-300 Nowy Sącz, tel /fax (48 18) 443-43-39

**4 Developing New Local Educational Policies** Warsaw 1998 An assessment of the quality of education in local communities - step one in building local government educational policy based on POST (Local Government Educational Policy) that diagnoses the quality of education on the local level The manual presents community-driven local planning procedures applied in education **Centrum Edukacji Obywatelskiej (Center for Citizenship Education)**, ul Willowa 9/3, 00-790 Warszawa, tel/fax (48 22) 49 85 13, e-mail ccejacek@ikp atm com pl

**5 Educational Policy of Local Government** Warsaw 1998 The report presents outcomes of a pilot project implemented by the Center, Warsaw, in Itawa and is designed to identify innovative methods of developing educational policies on the community level by involving students, teachers and local officials **Centrum Edukacji Obywatelskiej (Center for Citizenship Education)**, ul Willowa 9/3, 00-790 Warszawa, tel/fax (48 22) 49 85 13, e-mail ccejacek@ikp atm com pl

**6 Education in Nature** Warsaw 1996 Workbook for teachers presenting a program of environmental education classes for pre-school and primary school students **Osrodek Edukacji Ekologicznej EKO-OKO (EKO-OKO Environmental Education Center)**, ul Grojecka 75, 02-094 Warsaw, tel /fax (48-22) 822-64-87

**7 Civic Education Program** Opole 1996 Manual containing outlines for 12 workshops on such topics as tolerance, family rights and responsibilities, freedom, environmental protection, and student government **Opolskie Centrum Demokracji Lokalnej (Opole Local Democracy Center)** ul Krakowska 51, 45-075 Opole tel (48 71) 53 68 25, tel/fax (48 71) 544 829

## **PHILANTHROPY. INTRODUCTION TO PROMOTING CHARITY**

**1 Community Foundation Feasibility Study** *Warsaw 1998* This study was conducted by the Policy and Action Group and the Institute for Public Affairs and was completed in March 1998. The study defines and details preliminary criteria for establishing community foundations and develops guidelines for planning future operations. **Available in English, Academy for the Development of Philanthropy in Poland**, *ul. Poznańska 16/7, 00-680 Warsaw, tel (48 22) 622 01 22, 622 02 08, 622 02 09, fax (48 22) 622 02 11, e-mail arfp@filantropia.org.pl*

## **ECONOMY LOCAL DEVELOPMENT**

**1 Business Opportunities Bulletin** *Biłgoraj 1997* The bulletin is the first resource in the community which contains a list of organizations established to support small and medium-size enterprises, a list of business and their products, and a survey of real estate available for commercial purposes in Biłgoraj and Wysokie. **Towarzystwo Gospodarcze (Business Society)**, *ul. Kosciuszki 13, 23-400 Biłgoraj, tel/fax (48 84) 862-492*

**2 Business Resource Book of Leżajsk Communities** *Leżajsk 1997* The first comprehensive resource of the regional economy. It presents the economic status of the communities and provides a list of local businesses. **Leżajskie Stowarzyszenie Wspierania Inicjatyw Gospodarczych (The Leżajsk Association for the Support of Economic Initiatives)**, *ul. Curie-Skłodowskiej 8, 37-300 Leżajsk, tel/fax (48 195) 42 04 35*

**3 Directory of Small and Medium Size Enterprises in Tomaszów Mazowiecki and Adjacent Communities** *Tomaszów Mazowiecki 1997* **Fundacja "Tomaszowski Inkubator Przedsiębiorczości" (The Tomaszów Entrepreneurship Incubator Foundation)**, *ul. Warszawska 119, 97-200 Tomaszów Mazowiecki, tel (48 44) 7237-608, fax (48 44) 7236 878*

**4 Handbook on Adult Education Resources in the Tomaszów Voivodship** *Tomaszów Mazowiecki 1997* Handbook containing information on local educational and training organizations. **Fundacja "Tomaszowski Inkubator Przedsiębiorczości", (The Tomaszów Entrepreneurship Incubator Foundation)**, *ul. Warszawska 119, 97-200 Tomaszów Mazowiecki, tel (48 44) 7237-608, fax (48 44) 7236 878*

**5 Directory of Businesses in Nidzica** *Nidzica 1996* The directory contains information on companies operating in the Nidzica area. **Nidzicka Fundacja Rozwoju NIDA (NIDA Development Foundation of Nidzica)**, *pl. Wolności 1, 13-100 Nidzica, tel (48-89) 625-22-26, fax (48-89) 625-43-37, e-mail fundacja.nida@infonet.com.pl*

**6 Establishing and Operating Small Business Support Centers** *Zelów 1996* Training program based on years of experience establishing and operating small business support centers, small business loan and guarantee funds, and enterprise incubators. Program includes sections on utilizing business software, feasibility studies, and financial analysis. **Osrodek Doradczo-Szkoleniowy Fundacji Rozwoju Gminy Zelów (The Consultation and Training Center of the Zelów Development Foundation)**, *ul. Mickiewicza 4, 97-425 Zelów, tel (48 44) 634-10-14, tel/fax (48 44) 6341 006*

**7 Developing Three-Sector Local Cooperation on the Gmina Level** *Nidzica 1998* The manual identifies potential partners to local development, and presents existing formal

agreements involving NGOs and businesses in local economic and social policy making, the history of these agreements and successful projects **Nidzicka Fundacja Rozwoju NIDA (NIDA Development Foundation of Nidzica)**, pl Wolności 1, 13-100 Nidzica, tel (48-89) 625-22-26, fax (48-89) 625-43-37, e-mail fundacja nida@infonet.com.pl

**8 Participatory Economic Development Planning on the Gmina Level Krosno 1998** The manual presents a methodology of building local strategies that ensures participation of residents, employers, local officials, NGOs, media, and other local stakeholders **Stowarzyszenie Pomocy Niematerialnej na rzecz Osob Poszukujących Pracy (The Association of Nonmaterial Assistance to Person Seeking Work)**, ul Bieszczadzka 5 p 339, 38-400 Krosno, tel (48 13) 432 1389, (48 13) 436 1719, fax (48 13) 432 6496

**9 Dukla Economic Development Plan Dukla 1997** A community development strategy for Dukla with a prime focus on employment promotion **Stowarzyszenie Pomocy Niematerialnej na rzecz Osob Poszukujących Pracy (The Association of Nonmaterial Assistance to Persons Seeking Work)**, Local Initiative Office of the City and Municipal Authority, ul Bieszczadzka 5 p 339, 38-400 Krosno, tel (48 13) 432 1389, (48 13) 436 1719 fax (48 13) 432 6496

**10 Community Promotion and Development Strategy Czarna Białostocka 1997** A promotion and development strategy of 12 member municipalities adopted by 12 local governments **Stowarzyszenie Gospodarcza Unia Gmin Progres XXI (The PROGRES XXI Union of Local Governments Economic Association)**, ul Traugutta 2, 16-200 Czarna Białostocka, tel (48 85) 321 788, fax (48 85) 329 484

## **NON-GOVERNMENTAL ORGANIZATIONS**

**1 Training Materials for NGOs Gdansk 1997** Training program for NGOs containing modules on proposal writing, formulating a mission statement, organizing promotional events, and cooperation with the media **Związek Ukraińskiej Młodzieży Niezależnej (Union of Independent Ukrainian Youth)**, ul Długi Targ 8/10, 80-828 Gdansk, tel (48-58) 301-58-78, (48 58) 307 37 70

**2** A training package for NGOs developed by **The Krakow Citizens Committee "How to Raise Funds Proposal Writing" "Financing NGOs" "In Compliance with the Law Major Regulatory Issues Around NGOs" "How to Promote Your Activities Using Public Relation Techniques" "How to Promote Your Activities NGO/Media Relations" "Organizing Media Relations"** ul Stradom 12, 30-071 Krakow, tel/fax (0 12) 42 93 728

**3 Democracy Network Project Legacies and Results January 1995 - July 1998 Warsaw 1998** Presentation of results of the Democracy Network Project in Poland period **Available in English Academy for the Development of Philanthropy in Poland**, ul Poznańska 16/7, 00-680 Warsaw, tel (48 22) 622 01 22, 622 02 08, 622 02 09, fax (48 22) 622 02 11, e-mail arfp@filantropia.org.pl

## **ECOLOGY: LOCAL PROGRAMS**

1 "How-to" case studies for use by environmental groups and local communities

***Environmental Protection in Rural Areas***, Zorawina 1997

***Alternative Methods for Treating Medical Waste***, Legnica 1997

***Processing Industrial and Medical Waste***, Wrocław 1997

***Incineration - No Alternative Methods of Treating Medical Waste***, Szczecin 1997

***Waste Management in Hospitals/Medical Centers***, Wrocław 1998

**Polski Klub Ekologiczny O/Dolnoslaski - Wroclaw (The Lower Silesian Polish Ecology Club)**, ul Kotlarska 41, 50-151 Wrocław, tel (48 71) 34 214 50, fax (48 71) 34 214 26

2 ***Vistula Now - Sailing the Vistula Into the 21st Century*** Warsaw 1996 Script of a conference held in the Parliament on October 22, 1996 The conference completed the "Vistula Now" campaign of 1996 **Stowarzyszenie Ekologiczno-Kulturalne "Klub Gaja" (Gaja Club Environmental and Cultural Association)**, P O Box 261, 43-301 Bielsko-Biała 1, tel /fax (48-33) 123-694, e-mail klub@gaja most org pl

3 ***Eco-team Approach to Resource Conservation in the Household*** Warsaw 1998 A manual for local governments and NGOs on building eco-teams in the community, developed by the **GAP Foundation** , ul Modrzewiowa 50, 05-807 Podkowa Lesna, tel (48 22) 758 90 34, 758 96 19

4 ***Creating and Implementing Regional Sustainable Economic Development Plans*** Jelenia Gora 1998 A practical manual for building and implementing sustainable development strategies for regions based on the case of Jelenia Gora Dale, where broad public participation was ensured through a review process, workshops, and public meetings **Fundacja Karkonoska - Regionalny Ośrodek Ekorozwoju (Karkonosze Foundation - Regional Center for Environmental Development)**, ul Nowowiejska 3, 58-500 Jelenia Gora, tel (48 75) 75 26 051 fax (48 75) 75 25 750

5 ***Organizing Citizen/Local Government Partnerships to Create Nature Reserves*** Nowy Sącz 1998 The Best Practice Manual illustrates how to involve the local community to conserve natural areas, with chapters on working with local government, educating and organizing local residents, and involving teachers and school children in maintaining nature reserves **Stowarzyszenie na Rzecz Czynnej Ochrony Zwierząt Greenworks (Greenworks Association for Active Protection of Animals)**, ul Limanowskiego 7, 33-300 Nowy Sącz, tel /fax (48 18) 444-15-49

6 ***About Efforts Taken By An NGO - A Handful of Reflections on Improving Environmental Performance in Poland*** Warsaw 1997 A discussion of thoughts arising out of the Regional Task Force for Environmentally Safe Industrial project, on the role of the general public non-governmental organizations government administration and businesses in endeavors to enhance the quality of the environment in Poland **Fundacja Ekologia i Zdrowie (The Ecology and Health Foundation)**, ul Bernardynska 5/73A, 02-904 Warszawa, tel/fax (48 22) 642 73 37, e-mail ecohealth@supermedia pl

7 ***Report On Environmentally-Friendly Behavior Patterns of Small and Medium Size Businesses in the Communities of Ursus and Pruszkow*** Warsaw 1997 The report formed the basis of a detailed action plan for the Regional Task Force for Environmentally Safe Industrial to address existing environmental and human health hazards caused by small and

medium size business **Fundacja Ekologia i Zdrowie (Ecology and Health Foundation)**  
*ul Bernardynska 5/73A, 02-904 Warszawa, tel/fax (48 22) 642 73 37, e-mail  
ecohealth@supermedia.pl*

## **LOCAL GOVERNMENT FUNCTIONING AND PLATFORMS FOR COOPERATION**

**1 Local Government Support Units in Municipalities** *Krakow 1998* This booklet provides information on the legal framework for local government support units, innovative practices undertaken and administrative support structures established for operation and administration of LGSUs in Partner Gminas **Stowarzyszenie Gmin Małopolski (The Association of Małopolska Local Governments)**, *ul Grodzka 28, 31-004 Krakow, tel (48 12) 616-14-82, (48 12) 421-53-89, fax (48 12) 421 93 12*

**2 The ABCs of Agricultural Chambers** *Konin 1997* How-to manual and resource book containing information on organizing agricultural chambers (democratically elected representative associations of farmers), and their objectives functioning and income-generating activities A reference section includes information related to agricultural chambers such as relevant regulations, history, agricultural chambers in Western Europe, and the addresses of agricultural chambers throughout Poland **Krajowe Stowarzyszenie Soltysow (The Social Cultural Association of Konin Voivodeship Village Administrators)**, *ul Dworcowa 7/77, 62-510 Konin, tel/fax (48 63) 43 75 80*

**3 Local Government** *Zelow 1997* Training resource book containing basic information on the role of local government, including a short history, relevant legislation, and a description of how local government institutions function **Porozumienie na Rzecz gminy Żelów (Agreement for the Żelów Community)**, *ul Mickiewicza 4, 97-425 Żelow, tel (48 44) 634-10-00, fax (48 44) 643 75 80*

**4 Building Relationships with NGOs in City Quarters, Housing Estates and Villages** *Poznan 1998* A publication describing the cooperation between supporting units and NGOs, developed by the **Association of Polish Cities, Poznan** *Al Marcinkowskiego 11, 61-827 Poznan, tel (48-61) 853-08-13, 853-08-15, fax (48-61) 853-08-14*

**5 Educational Handbook on Local Government Support Units** *Poznan 1996* The first half of this handbook is a series of articles on the legal framework financing, establishment and role of support units, the second half includes model statutes of neighborhood support units from eight cities and towns, support unit election by-laws accounting guidelines for support unit councils **Związek Miast Polskich (Association of Polish Cities)**, *Al Marcinkowskiego 11 61-827 Poznan, tel (48-61) 853-08-13, 853-08-15 fax (48-61) 853-08-14*

**6 ABC of a Young Leader** *Szczecin 1998* A manual for leaders of youth city councils it offers practical advice on building teams, running meetings, staging debates, media promotion, fundraising, it describes cases and a sample constitution of a Youth City Council **Centrum Szkoleniowe FRDL (Training Center of the Foundation in Support of Local Democracy)**, *ul Marii Skłodowskiej Curie 4, 71-332 Szczecin, tel (48 91) 487-59-83, (48 91) 487 44 80, fax (48 91) 487 85 22, e-mail szczfrdl%frdl@ikp atm com pl*

**7 Leadership Training for Municipal Councilors** Szczecin 1997 Program of training workshops teaching leadership skills to municipal councilors **Centrum Szkoleniowe FRDL - Szczecin (Training Center of the Foundation in Support of Local Democracy)**, ul Marii Skłodowskiej Curie 4, 71-332 Szczecin, tel (48 91) 487-59-83, (48 91) 487 44 80, fax (48 91) 487 85 22, e-mail [szczfrdl%frdl@ikp atm com pl](mailto:szczfrdl%frdl@ikp atm com pl)

## **SOCIAL WELFARE REPORTS, RESOURCE BOOKS, TRAINING PROGRAMS**

**1 Training Materials for Children's Rights Mediators, Training Materials for Children's Rights Ombudsmen, workbooks** Krakow 1997 Training materials including modules on such topics as mediation, arbitration, the role of a mediator, mediation strategies, physical abuse of children, students' rights, Polish legislation regulating children's issues, and international conventions on children's rights **Fundacja Dzieciece Listy do Swiata - Krakow (Children's Letters to the World Foundation)**, ul Brodzinskiego 1, 30-506 Krakow, tel/fax (48 12) 423 55 80

**2 Multi-Sector Task Forces, training manuals** Warsaw 1996 Training program for members of local multi-sector task forces including modules on organizing cooperation between local NGOs, project development, proposal writing, fund raising, negotiation skills and a special section on dealing with alcohol-related domestic problems **Fundacja BENE VOBIS (BENE VOBIS Foundation)**, ul Boryszewska 4, 00-781 Warsaw, tel (48 22) 48-61-66

**3 Child Abuse Prevention, reference manual** Warsaw 1996 Material on child abuse, prevention, intervention, diagnosing abused children, and sexual abuse, including three child-abuse case studies **Fundacja Dzieci Niczyje (Nobody's Children Foundation)**, ul Walecznych 59, 00-491 Warsaw, tel (48-22) 616 02 68, fax (48-22) 616 03 14

**4 Stimulating Change to Resolve Social Problems in the Community** Warsaw 1998 The manual offers specific tools for solving local welfare problems. It shows methods of building task forces, identifying local problems, ranking the problems, planning activities and implementing projects. It provides information on ways of funding grass roots initiatives **Fundacja BENE VOBIS (BENE VOBIS Foundation)**, ul Boryszewska 4, 00-781 Warsaw tel (48 22) 48-61-66

**5 Developing Comprehensive Child Abuse Prevention Program** Warsaw 1998 The manual discusses child abuse issues in Poland and provides a ready-to-implement system of helping abused children. The system builds on close collaboration between local institutions responsible for child care. It offers a variety of training resources for people working with abused children **Fundacja Dzieci Niczyje (Nobody's Children Foundation)**, ul Walecznych 59, 00-491 Warsaw tel (48-22) 616 02 68, fax (48-22) 616 03 14

**6 Children and Youth of the Bydgoszcz Suburbs Current Status, Identity Factors, Disadvantaged Groups** Bydgoszcz 1996 The report describes the current situation of neglected children and youth in Bydgoszcz and offers practical recommendations **Towarzystwo Profilaktyki Społecznej (Social Prevention Society)**, ul Jagiellonska 61A, 85-027 Bydgoszcz, tel (48 52) 341 45 43

**7 Report Multi-Sector Task Force** Warsaw 1997 Results of a social needs assessment exercise completed in 3 communities (2 suburban and 1 inner city) **Fundacja BENE VOBIS (BENE VOBIS Foundation)**, ul Boryszewska 4, 00-781 Warsaw, tel (48 22) 48-61-66

**8 Status report on the welfare system for the disabled in the Upper Silesia industrial region** Katowice 1997 Results of a study on the quality of service rendered by institutions specialized in helping the disabled such as Welfare Homes, Reintegration and Educational Centers, Early Intervention Centers, Special Schools, Integrated Schools, Activity Therapy Workshops, Protected Labor Enterprises in the Katowice Province **Stowarzyszenie na Rzecz Niepełnosprawnych SPES (SPES Association for the Disabled)**, ul Kosciuszki 46, 40-048 Katowice, tel/ fax (48 32) 517 347

## **TOURISM LOCAL DEVELOPMENT**

**1 Tourist guidebook** and a **promotional brochure** for the community of Kosakowo, **Nadbałtyckie Centrum Edukacji Ekologicznej i Ekorozwoju (The Baltic Center of Environmental Development Education)**, ul Okopowa 21/27, 80-810 Gdansk tel (48 58) 305 89 65

**2 Riparian Meadows Theme Path Guide** for visitors and teachers Gdansk 1997 **Nadbałtyckie Centrum Edukacji Ekologicznej i Ekorozwoju (The Baltic Center of Environmental Development Education)**, ul Okopowa 21/27, 80-810 Gdansk, tel (48 58) 305 89 65

**3 Mikołki and the Vicinity** Mikołajki 1996 The guidebook presents the history of the area, brief description of selected communities and lakes, description of tourist itineraries (touring, trekking, biking, sailing) and addresses of major institutions The guidebook is available in Polish, English and German **Mikołajskie Stowarzyszenie Wspierania Inicjatyw Lokalnych MS (Association in Support of Local Initiatives of Mikołajki MS)**, ul Kajki 128, 11-730 Mikołajki, tel /fax (48-87) 216-850

**4 Stimulating Public/Private Sector Cooperation for Tourism Development** Mikołki 1998 The manual presents the process of building and implementing a community tourism development program It describes specific steps and tools used to boost tourism, considered to be an economic growth generator in small communities and capable of involving the local public **Mikołajskie Stowarzyszenie Wspierania Inicjatyw Lokalnych (Association in Support of Local Initiatives of Mikołajki MS)**, ul Kajki 128, 11-730 Mikołajki, tel /fax (48-87) 216-850

**5 Eco-tourism Development Program for Kosakowo** Gdansk 1997 Part of the Sustainable Development and Ecotourism Promotion Program for Kosakowo, it addresses conditions to ecotourism development, major goals and objectives and regulatory issues etc **Nadbałtyckie Centrum Edukacji Ekologicznej i Ekorozwoju (The Baltic Center of Environmental Development Education)**, ul Okopowa 21/27, 80-810 Gdansk, tel (48 58) 305 89 65

## **PERIODICALS PUBLISHED BY GRANTEES AND PARTLY FUNDED BY DEMNET**

**1 *Wisła Fax*** Bi-monthly magazine published by the National 'Vistula Now' Campaign run by the Club **Stowarzyszenie Ekologiczno-Kulturalne "Klub Gaja" (Gaja Club Environmental and Cultural Association)**, P O Box 261, 43-301 Bielsko-Biała 1, tel /fax (48-33) 123-694, e-mail *klub@gaja most org pl*