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AMERICAN COMMITTEE FOR AID TO POLAND
GRANT # EUR-0158-G-00-1087-01
THIRD QUARTER FY93 REPORT
April 1st - June 30th, 1993

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The American Committee for Aid to Poland received an extension of our first institutional development grant from the U.S. Agency for International Development. The purpose of this grant is to enhance our ability to execute programs that will assist in the development of a viable and lasting democracy in Poland. More specifically, ACAP develops and carries out programs that encourage civic and individual self-help and related non-governmental activities on both a local and national level. In addition, ACAP assists other American PVOs in developing and implementing efforts directed to the same ends.

A major part of ACAP's current efforts focus on encouraging the concept of self-help and volunteerism and building a network of private voluntary organizations in Poland through institutional capacity building in the non-profit sector. Both our American and Polish staff continue to provide many coordinating and facilitating services which contribute significantly to the efforts of NGOs working in Poland. One program which probably offers the clearest illustration of ACAP's commitment to Polish self-help efforts involves a local development project in the Ochota district of Warsaw working through a community association of self-help groups.

I. SUMMARY OF ACCOMPLISHMENTS: APRIL - JUNE 1993

ACAP staff accomplished the following during the third quarter:

- o ACAP staff conducted one visit to Warsaw for program planning, monitoring and evaluation.
- o Assisted Goodwill Industries International in planning and carrying out a visit of a Goodwill training team to Ochota and other locations in Poland to assess the possibility of establishing Goodwill programs or providing technical assistance to local projects.
- o Organized a visit to Warsaw by the president of United Way International and coordinated meetings with NGO leaders to enhance his understanding of the developing nonprofit sector in Poland.
- o Chaired one meeting of American PVOs and government agencies with programs in Poland attended by 35 people.
- o Mailed reports on our May PVO meeting to more than 230 recipients in the U.S. and Poland.

- o Increased training activities for NGOs in Poland by providing workshops in fund raising and proposal writing and by participating in planning future workshops in leadership development, nonprofit management, fund-raising and social services.
- o ACAP/Warsaw continued to oversee the distribution of the Rockefeller Brothers' report, The Rebirth of Civil Society, The Development of the Nonprofit Sector in East Central Europe and the Role of Western Assistance in Poland.
- o Continued to provide assistance to an increasing number of American and Polish government and non-profit organizations involved in a variety of activities through information and referral, consultative advising and coordination meetings - both in the U.S. and in Poland.
- o Conducted ongoing planning and discussions to develop organizational and fundraising strategies to carry ACAP/Warsaw from the present into the post-ACAP period.
- o Planned and carried out a successful training program in the U.S. for ACAP's Polish Program officer.

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 community leaders in Ochota in demonstrating the benefits of activities inspired and directed by individual groups, and of working together and with elected local government officials to deal with common problems. With the aim of further developing this pioneering community association, ACAP provides support for the Ochota Association Coordinator and Association office through our A.I.D. grant.

A. Activities

1. Organizational Development

a. *The Ochota Association Coordinator*

We have been very pleased with the work of the new Ochota Association Coordinator, Ms. Agnieszka Dąbska, as is the Association. During the period covered by this report, she has been actively meeting with the individual self-help groups which

comprise the Association. She has shown initiative and determination in attempting to cut through the bureaucratic red tape that has delayed the opening of the new Association office and following up on the progress of the Association's application for legal approval. She was responsible for the revised submission to the Batory Foundation of a proposal to fund seed grants for various projects of the Ochota Association. She also planned and organized a series of meetings for a visit by ACAP's Senior Program Officer in late April. Finally, she was very active in assisting with the visit of an advisory team from Goodwill Industries focussing on possible projects in Ochota and related follow-up activities.

b. Legal Status of the Ochota Association

At the time of this report, all the necessary steps have been taken to apply for legal status for the Ochota Association and the documents has been submitted to the proper governmental authorities. The Ochota Association Coordinator is following the process closely. Although we have been told to expect a favorable response, we have also been informed that the court is seriously backlogged and thus we are uncertain when legal status will be conferred.

c. New Premises for Ochota Association Office

Although a very suitable premises for the new office has been identified, some bureaucratic red tape has delayed the official signing of the lease until July. When the lease is ready, the new office will consist of one very large room (which can be subdivided), with the future availability of additional space which is well-suited to the proposed Ochota Center. The new premises will be sufficient to house the office, a small resource library, and could possibly accommodate a small training room - all of which is accessible to the disabled. The Ochota Association Coordinator was able to elicit donations of used office furnishings from the private sector, and with the contribution of computer equipment from ACAP, the office will soon be ready.

2. Program Development

a. Seed Grant Proposal

The Ochota Association is awaiting a response from the Stefan Batory Foundation in Warsaw to their proposal to fund a seed grant program which would support several Association projects.

b. Visit by Goodwill Advisory Team to Ochota

In early May, a team sent by Goodwill Industries International spent several days in Ochota assessing the prospects for a Goodwill-type rehabilitation program in Ochota. Both ACAP/Warsaw

staff and the Ochota Association Coordinator were very active in making this visit as useful as possible. The Association Coordinator set up various meetings, and mobilized appropriate members of the Association and others in Ochota. The Association Coordinator had located a prosthetic factory in Ochota as a potential site for the program however, the Goodwill team found that the situation at the factory would not provide a viable economic foundation for such a rehabilitation program. Instead, it was recommended that the Association consider starting out by establishing a Goodwill-type retail facility. The Catholic Association for Disabled Persons, one of the Association's member groups, is taking responsibility for this project.

The Goodwill team conducted a follow-up visit to Ochota in late May, after visiting several other potential project sites in Poland. The team offered to explore prospects for an American prosthetic manufacturing company to work with the Ochota facility to bring it up to current market standards. Thus the prospects for a job training program for the disabled in Ochota are still good though not in the immediate future. Goodwill has also identified a Polish-American businesswoman who they may be able to send to Poland to assist the Association in getting the Ochota retail project off the ground. We are awaiting a formal report on the visit from Goodwill and we will continue to receive reports from Ochota concerning their specific interests, concerns and ideas about the program.

c. Community Service Projects

In meeting with the Ochota Association in late April, ACAP staff was informed about summer projects that members are planning. For instance, they would like to organize a voluntary substitute caretaker program to relieve families of the sick and elderly for summer holidays. They are also organizing a summer camp project for children in Ochota. Although summer is typically a less active time, due to extended absences of Association members for vacations, we expect to see some community service projects in Ochota this summer.

The Association Chairwoman feels strongly that the member groups should undertake practical projects in the community as a sort of trial phase before commencing with plans for the Ochota Center. Practical service projects will give the membership experience in applying previous training as well as challenge them to discover additional skills and information they will need.

d. Additional Training and Resources

The Association Coordinator has been discussing with ACAP the Association's interest in opportunities for information exchange, internships and more specific kinds of training focussed upon service delivery. For their part, the Association members made

presentations to ACAP's Senior Program Officer which elaborated the kinds of programs that they felt were needed in Ochota. The information from these presentations will assist ACAP in seeking additional resources, partners and training resources for Ochota. In addition, the Delphi International Group has proposed providing an additional training module on leadership and conflict resolution for the Ochota Association in the fall; specific plans have not yet been made.

e. Planning for the Ochota Center

The development of concrete plans for the Ochota Center will not begin until this fall due to the focus on community projects during the summer months. Current discussions between ACAP and the Association will continue to refine the program concept, and allow for consideration of additional models and the incorporation of new ideas. ACAP staff will further explore the program concept with relevant American contacts. We will encourage discussion and information-gathering in Poland. In the fall, we will expect to develop a definitive program plan for the Ochota Center that will enable us to begin pursuing funding for the project.

f. Other Complementary Activities

ACAP continues to support parallel activities which contribute to the goals of the Ochota project. ACAP is interested in keeping up the momentum in Ochota and supporting other related activity in the community. From the U.S., we continue our networking with relevant American organizations with the potential to offer ideas, models and other types of assistance to the Ochota project. In Poland, we are beginning to hear about increasing interest in the Ochota project and about small community initiatives in other places. In May, the Ochota Association leadership, their Coordinator and ACAP's Warsaw Office Director met with the U.S. Embassy's Press Attaché and with the Director of the East European Media Foundation for a discussion of media strategy.

We also endeavor to encourage the Ochota Association to enter into dialogue and shared activity with other Polish groups. Through the Ochota Coordinator, our Warsaw office will continue to play a role in linking the Ochota Association with pertinent indigenous community initiatives, to encourage the sharing of information and ideas.

B. Evaluation and Conclusions

The Ochota Association has matured and seems to make much more effective use of the new Coordinator and we are pleased with her work. Although the delays regarding their legal status and the lease for the new office have been frustrating, no one seems to be disheartened; in fact, the Association membership is more

industrious than ever before. Association members are more confident and have acquired new skills which have equipped them to become more actively engaged in practical community projects, as evidenced by the number and diversity of project proposals which are being pursued. Leaders have emerged and a generally higher level of cooperative volunteerism is in evidence, and we expect to see expanded activity in this area in the near future. ACAP will undertake efforts to support these various self-help projects by seeking out appropriate resources and partners within the U.S. For instance, it is possible that one or more Association members would be interested in internship opportunities with social service organizations in the U.S.

In the coming months, we will promote the practical community projects initiated by the Association's member groups. We will encourage the Association's self-initiated fund raising efforts, such as their grant proposal to the Batory Foundation, since this grant would provide support for such initiatives. In addition, we will continue our efforts seeking out appropriate complementary parallel activities to enhance the Ochota project through our well-established relationships among American PVOs active in Poland and elsewhere. We will be following up closely on the possible Goodwill project.

ACAP heartily endorses the Association's aim to establish an Ochota Center, which will serve as a lasting and visible evidence of the members' intentions to work together to solve community problems. Working cooperatively, the Ochota Association will be able to attract resources which might otherwise be inaccessible to the individual self-help groups. The Ochota Center will be ACAP's ultimate contribution to our Ochota project and will ensure the long-term sustainability of our efforts there. In future months, we will work closely with the Association to develop a fundraising strategy to finance the Ochota Center - one which will take into account the capacity of the local community to support the project. Not only will the Ochota Center contribute to improvement of Polish perceptions of American assistance, but it will facilitate efforts to employ the Ochota project as a community development model in other communities in Poland and throughout the region.

ACAP is committed to playing an active part in the Ochota project for the next two years. We are hopeful that by the time the ACAP office in the U.S. closes its doors, 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 AMERICAN ASSISTANCE EFFECTIVE

A. Activities

1. PVO Consortium

The purpose of this program is to improve the effectiveness and responsiveness of American assistance to Poland. ACAP's PVO Consortium meetings provide an important forum for the sharing of information, ideas and experiences and coordinating efforts among non-profit and government organizations that are working in Poland. Through these meetings ACAP also endeavors to keep participants abreast of current political, social and economic developments in Poland.

During this period, ACAP chaired one meeting of the PVO consortium. Our twenty-fifth meeting was held in mid May to allow for the participation of ACAP's Program Officer from Poland. Thus in addition to hearing reports from American PVOs, our Polish Program Officer shared current news about various Polish initiatives. One of his more significant announcements was the plan to convene a National Forum of NonGovernmental Initiatives. (See Section III.A.2. for further information on the National Forum.) A number of new participants were present at this meeting. Thirty-five people attended and reports were sent to approximately 230 recipients in the U.S. and Poland. (See Appendix A for copy of the report.) Since we requested at the preceding meeting that participants be prepared to share information about lessons learned and about Polish initiatives, we have been able to add a new section to our report concerning new initiatives and projects operated by Poles.

The "Women's Partnerships Working Group" that we initiated during the second quarter, became an informal source of information and contacts for Harvard University's Project Liberty to prepare for an investigatory visit and a series of round table discussions on women's issues in Poland during the later part of May. We anticipate holding another meeting of this subgroup of the PVO Consortium later in the summer.

2. Consultative Assistance

(Please refer to Appendix B for a summary.)

a. ACAP Headquarters

Through consultative contacts with PVO consortium members and others, ACAP provides information about Polish needs and realities, and about other organizations with similar programs and interests. 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.

ACAP has recently taken on an additional project in conjunction with the OIC International to coordinate a regional workshop for certain USAID-funded project staff in Lublin this fall. Once a firm date has been set, ACAP will employ a part-time staff member to assist in the coordination efforts in the U.S. ACAP's President has been actively engaged in the planning process and the design of the workshop content during this quarter.

Our McLean office makes an increasing number of referrals to our Warsaw office, where assistance is given to a variety of organizations. This assistance ranges from consultation on project design and potential funding sources to arranging appointments with interested individuals and potential partners in Poland or the U.S. The consultation and referral functions of both ACAP offices have expanded as requests for information and assistance have multiplied. These services contribute in an important way to the effectiveness of American assistance to Poland and also serve to benefit ACAP's Ochota project.

b. ACAP/Warsaw

ACAP's Warsaw office has ongoing relationships with international organizations (for example, the International Youth Foundation, and the Fondation de Pologne/European Foundation) and with relevant government officials, (for example, the Ministry of Labor and Social Policy, and social work centers run by municipal government). ACAP/Warsaw also works closely with many well-respected Polish organizations including: the Stefan Batory Foundation; the S.O.S. Foundation; the Solidarity Social Foundation; the Foundation in Support of Local Democracy; the Foundation for Social and Economic Initiatives, (FISE); the Polish Foundation for Children and Youth; BORIS (the Service Office for Self Help Organizations); KLON, database of Self-Help Initiatives; and JAWOR, database of international PVOs in Poland. Through such relationships, our Warsaw office continues to play an important role in improving communication and information flows, developing partnerships, overseeing the effectiveness of programs and Polish needs.

ACAP's Warsaw staff continues to administer a grant from the German Marshall Fund for the staff and activities of BORIS, the Service Office for Self-Help Organizations. ACAP/Warsaw works closely with BORIS and has recently held discussions about a U.N.D.P.-sponsored pilot project to develop a structured volunteer program for supporting NGOs - an idea which is very new in Poland.

Our Warsaw staff have also become increasingly involved in NGO training and related support activities. Our Warsaw office director is one of the central authors of a proposal to train trainers to increase the capacity of NGOs as recipients of in-country training. The German Marshall Fund has already expressed serious interest in funding this project. The Polish Foundation for Children and Youth and the Foundation in Support of Local Democracy are also involved in this project which is intended to enhance the success of future in-country training programs.

ACAP's Warsaw Office Director continues to provide workshops in proposal writing and fundraising which are offered as part of a training series for NGO leaders carried out by the Foundation for Social and Economic Initiatives. In addition, during this period, she planned several segments of a training program of leadership enhancement for young leaders of NGOs which is to be sponsored by the Polish Foundation for Children and Youth. She was be one of the co-trainers during the program which was held in mid-June.

Finally, our Warsaw staff was asked to be a member of the organizing committee of the first "National Forum of Nongovernmental Initiatives." During April and May, the Forum's organizing staff operated out of ACAP's Warsaw office and thousands of invitations were sent out to NGOs all over Poland. The National Forum is 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. Some of the topics to be addressed include NGO development, small business development, social and cultural initiatives, environmental programs, relations with government agencies, programs for the disabled and fund raising. Opportunities to share experiences with other post-communist countries and western NGOs will also be featured. The National Forum is being supported by a number of prominent European organizations. The other organizations are pleased with ACAP's participation since, as they told us, this is the first time that the Americans are cooperating with the Europeans in supporting the Polish nonprofit sector.

B. Evaluation and Conclusions

ACAP receives consistently favorable comments from a variety of sources on the value of our consortium meetings. New members continue to be added and the number of organizations interested in receiving copies of our report increases steadily. We are convinced that the information-sharing, announcements and networking that continue to take place at and through our PVO meetings still provide an essential contribution to coordinated and effective assistance to Poland.

ACAP has established and maintains a reputation for making worthwhile contacts and knowing who is doing what. During a recent visit to our U.S. office by a Polish Fulbright scholar, we were told that we provided more information about events and projects than she ever imagined she would find in Poland. Likewise, Americans who visit our Warsaw office find the kind of information about American organizations, resources and projects in Poland that they cannot find elsewhere. In fact, requests for information at our Warsaw office have increased significantly.

ACAP is also increasingly recognized in Poland as a leader and coordinator among NGOs. For this reason, our assistance is more frequently requested for new projects and activities - such as the National Forum of NonGovernmental Initiatives and the USAID Workshop this autumn - both in the U.S. and in Poland. Our Warsaw staff are included in planning for training programs, conferences and new program developments related to NGO development. ACAP/Warsaw contributes through providing database contacts, coordinating and organizing meetings of NGOs, contributing to planning and evaluations and in actual training workshops for NGOs. We will maintain our close working relationships with BORIS, FISE, the Youth Foundation and other important NGOs in Poland.

IV. STAFF TRAINING AND INSTITUTIONAL DEVELOPMENT

A. Activities

1. Staff Training Visit

ACAP's Program Officer from our Warsaw office spent the first two weeks of May in the U.S. on a training visit. (Please refer to Appendix C for agenda of this visit.) Our Program Officer is primarily responsible for our database operations and the clearinghouse aspect of our work in Poland. He visited a number of clearinghouses and information centers in the Washington, D.C. area to investigate potential technical and practical applications to his work in Poland. In addition, time was spent at the Points of Light Foundation and other local volunteer centers to gather information which will be applicable to the pilot volunteer project that ACAP/Warsaw will be managing. He was also able to collect useful information for his colleagues who are responsible for the KLON and JAWOR Database Projects; ideas for programs of women and the unemployed; and information for the Ochota Association.

In addition, our Washington office benefitted from his visit in that we had more substantial time for planning, coordination and organization between our two offices. Together, we held an extensive coordination meeting with the Citizens Democracy Corps regarding our shared database project and we discussed potential future collaborations in the areas of information services,

publications and volunteer programs. We observed, during the course of his visit and immediately following, a marked increase in his confidence and efficiency.

2. Participation in NGO Training Conference in Salzburg

Our Warsaw Office Director received a scholarship to participate in a week-long training conference for NGO leaders in Salzburg, Austria. She benefited greatly from the program content as well as the opportunity to interact and exchange information with NGO professionals from other countries in the region. In fact, an informal regional communications network is being established as a result.

3. Institutional Development: Long-Term Strategic Planning

During her April visit to Warsaw, our Senior Program Officer held extensive discussions with our Warsaw staff regarding the future of ACAP's Warsaw office. Consultations were also made with other NGO leaders in Poland regarding the role of ACAP/Warsaw and anticipated developments and needs in the sector; and useful information was gathered. Several future scenarios were debated and discussions will continue on this topic in order to develop a practical plan, including a funding strategy and program plan, which will be most realistic and responsive to the evolving situation in the Polish nonprofit sector.

Subsequent discussions at ACAP Headquarters led to contacts with several American foundations which are possibly interested in opening up representative offices in the region. Our discussions with various organizations and internal planning efforts will continue in earnest until we arrive at the most appropriate strategy ACAP/Warsaw for the time after our headquarters office will close.

B. Evaluation and Conclusions

We are pleased with the success of our Program Officer's training visit to the U.S. The information that he collected will enhance his ability to perform his duties and will also be useful to others in Poland. Prior to his departure from the U.S., we developed an extensive list of follow-up activities, including information-sharing meetings with other Polish NGOs. He has already begun follow-ups, particularly in relation to our collaborations with the Citizens Democracy Corps. Based on his experience with our U.S. staff, he has begun to send excellent reports on ACAP/Warsaw's activities to our U.S. office. And, not coincidentally, due to his efforts we are now very close to having an effective e-mail link between our two offices.

In addition to the other benefits of these staff development activities, both our Warsaw Office Director and Program Officer plan to make a presentation to the Ochota Association members about information and ideas they have gained which are relevant to the interests of the Association.

We will continue both our staff training and institutional development activities with a view toward instituting sustainable contributions to the Third Sector in Poland. We are confident that both our Warsaw office and our project in Ochota will not only outlive our headquarters office (scheduled to close in September 1995), but will offer lasting services and examples to benefit the developing nonprofit sector in Poland.

APPENDICES

- A - Report of the 25th Meeting of the PVO Consortium**
- B - Consultative Assistance, April - May, 1993**
- C - Itinerary for Program Officer's Training Visit to the U.S.**

APPENDIX A

Report of the 25th Meeting of the PVO Consortium

**TWENTY-FIFTH MEETING
PRIVATE VOLUNTARY ORGANIZATIONS ACTIVE IN POLAND
chaired by
THE AMERICAN COMMITTEE FOR AID TO POLAND**

12th May 1993

The twenty-fifth meeting of private voluntary organizations active in Poland took place at the National Endowment for Democracy in Washington. Thirty-five people attended. ACAP President Gifford Malone chaired the meeting.

Gifford Malone announced that the next PVO meeting will be held Wednesday, the 7th of July at 11 am at the same location. He introduced new participants at the meeting:

Andrea Ewert-Simon of the Citizens Democracy Corps;

Mirosław Grochowski, who will replace Joanna Regulska as Acting Director of Local Democracy in Poland for a year at Rutgers University;

Maciej Grabowski, Pew Economic Freedom Fellow currently studying at Georgetown University.

Mr. Boguslaw Winid of the Polish Embassy reported the deaths of Embassy Counselors, Hubert Romanowski and Andrzej Jarecki on May 7th in a tragic car accident during a business trip to Tennessee. He provided information on memorial services, the Embassy's condolence book and related matters for all those who might wish to pay their respects.

Gifford Malone said we were all greatly saddened by this loss. The two diplomats were known to many in our group, and Hubert Romanowski had been a frequent participant in these meetings. He asked that Mr. Winid convey our condolences to Ambassador Dziewanowski and his staff and to the families of the two men.

REAL PROPERTY

Martha Sickles described the activities of the **Eastern European Real Property Foundation**, which was formed by the National Association of Realtors in 1992 as an independent, nonprofit organization. The Foundation works with USAID and the Association of Realtors in seven

target countries in Eastern Europe, Russia and Ukraine to develop the real property market there. Poland and Hungary are the top priority countries. Under a Cooperative Agreement with USAID, the Foundation has recently completed an implementation plan to establish four regional

programs with country specific projects in the areas of human resources and institutional development training. The initial task is to identify institutions currently working in this sector. The Foundation is seeking relationships with local partners and intends to work primarily with non-governmental institutions and associations.

The Foundation is developing a research support program with the purpose of stimulating local data information collection on real property. This information network project will encourage information exchange, data collection and research between targeted countries and the U.S. In the area of association development, the Foundation is working on a start-up package to assist local groups to develop appropriate local organizations. They will be able to offer grants of up to \$25,000 to those working to create private markets in real estate; an RFP will be issued in the fall. The Foundation is able to provide administrative support to local groups who are involved in other projects and therefore would like to cooperate with other organizations.

In response to questions, Ms. Sickles emphasized that the Foundation attempts to coordinate and not duplicate programs and also to work with local governments and existing professionals to develop markets.

AGRICULTURE

Barbara Magner, spoke about the nonprofit foundation, known as the Enterprise Promotion and Support Center, that TechnoServe has developed in Poland in the Tarnobrzeg district. The center provides technical assistance and advisory services, business advice and agricultural extension-type services to local farmers. It has twelve Polish professional staff members, including financial professionals and agronomists, who are being trained by TechnoServe to assume the leadership of the center. They provide short-term services for individual farmers, helping to provide an impetus to local agricultural development by identifying prospects for agribusiness.

One current project is to encourage the cultivation of the Russett Burbank potato for the fast food industry. This involves a test project with local partners, including VOCA and a Polish Research Institute (Pulawy Soils Institute). The Center receives many visitors and receives requests for replication elsewhere in Poland. Technoserve is considering the possibility of providing training and advice outside of Poland, for example in Ukraine, and Slovakia, and has submitted a proposal to USAID for a potato project in Albania.

Ray Van Raalt, A.L.D.: asked whether TechnoServe works with the Foundation for the Development of Polish Agriculture, Ms. Magner responded that they work together on a limited advisory basis. They do not duplicate efforts since TechnoServe works mostly at the grassroots and in the fields with local people.

Walt Raymond, Business-Higher Education Forum, suggested that program replication is an active process that does not simply await requests from interested parties. Ms. Magner responded that TechnoServe needs to develop more materials, manuals and especially videotapes which will assist other projects, and they are open to suggestions for a more proactive approach.

LOCAL GOVERNMENT

Tony Gardner, Arlington County Manager, reported on the Virginia Local Government Managers Association's, Manager-to-Manager Exchange program. Four U.S. managers have just returned from Opole, Olsztyn, Krakow and Warsaw. He noted that Krakow has just employed its first city manager, whose functions are similar to those found in U.S. city administration systems. The U.S. managers in Poland had experienced some difficulties as a result of poor preparation, differences in expectations of time and arrangements and some lack of recognition of the potential benefits of the exchange, but overall the experiences had been very positive.

Polish city officials will be coming to the U.S. during June and July. An orientation at the University of Virginia will be followed by placements with city and county governments in Virginia (Roanoke, Richmond, Hampton, Norfolk, Virginia Beach, Arlington and other Northern Virginia counties). The officials will participate in VLGMA's annual meeting and some will stay on for an additional 2 to 8 weeks. One of the Polish officials will participate in the Senior Executive Institute for City/County Managers which is held each summer in Charlottesville.

VLGMA has recently applied for a second year grant with the USIA for seven or eight additional participants. This program would involve shorter visits of Poles to the U.S. this fall and Americans to Poland next spring. There is also the possibility of expanding the same program to include Slovakia and North Carolina in the Manager-to-Manager exchange.

In response to questions about the content of the exchange, Mr. Gardner explained that the focus of each exchange is based upon the specific needs, concerns and expectations of the Polish participant and upon what the Virginia managers have to offer. For instance, program time in the U.S. often includes visits to different regions in Virginia to offer a diverse experience and meet training needs. Mr. Gardner said that the Polish participants are selected, in part, for their English speaking capability, while Polish translators are used for the American managers in Poland. Special translation will be provided for the Poles at the Virginia Conference.

TELECOMMUNICATIONS

Dan Craun-Selka described the work of the **National Telephone Cooperative Association** to promote small, locally-owned independent phone companies. NTCA has four grants from USAID. They are currently working with two cooperatives in Poland and want to develop others. However, NTCA does not have resources to offer local grants. Mr. Craun-Selka said there is a need for education because locally-owned companies are sometimes perceived as a threat, especially in the government ministries. NTCA will be engaged in training programs over the

next 14 months. They are also working to establish a telephone business training center this fall in Tyczyn which will provide technical advice. For additional copies of the NTCA journal describing NTCA's programs or for further information contact Dan Craun-Selka at (202) 298-2300.

E-Mail Links With Poland

Colin Davies, from **Partners for International Education and Training**, asked for any suggestions about establishing E-mail for their new office in Warsaw office. **Mauricette Hursh-César** from the **Forum for Intercultural Communication** said that VITA is working through Internet to link all NGOs throughout the world.

Andy Golebiowski, from **Sister Cities International**, said that sister city linkages are often made through local universities in cooperation with U.S. universities. He suggested that Steve Ruth at George Mason University is knowledgeable and helpful.

POLISH INITIATIVES

Maciej Grabowski, a **Pew Economic Freedom Fellow**, is the **Deputy President of the Gdansk Institute for Market Economics**, the first private research institute in Poland. The institute was established in December 1989 to formulate economic and legal strategies for reform, to study and analyze the transition process and to educate policy makers and journalists. Last year, in cooperation with the Germans and the British, the Institute assisted in establishing the Gdansk Banking Academy.

With support from the Ford Foundation, the Institute currently focuses on empirical studies, studies for municipalities and small business development research. The Institute has produced four handbooks for local governments to assist in dealing with new problems, such as contracting for services. It has published 30 different reports - about half are available in English and can be obtained through the Institute in Poland. For further information, contact Mr. Grabowski at (703) 525-2415.

In response to questions, Mr. Grabowski explained that the Institute has developed their own program for research with input from their Board and founders in consultation with Polish experts who make up their academic advisory counsel who also review the issues and the quality of the institute's research. Although they try to respond to issues and questions from external sources, the Institute has only limited resources.

Mirosław Grochowski, Local Democracy in Poland will be Acting Director of the Rutgers office in the absence of Joanna Regulska during the next year. Mr. Grochowski described the Citizens Participation Project which is being planned for this fall to increase participation in Poland's second local elections in June 1994. Local Democracy will organize a series of workshops to select local leaders and to develop a training network. They are preparing materials and videos for the project and are aiming to increase the voter turnout.

Gifford Malone introduced **Filip Rościszewski**, ACAP's Program Officer at ACAP/Warsaw, who is currently on a training and consultation visit to Washington. Mr. Rościszewski reported on two recent Polish initiatives:

The Forum of Non-Governmental Initiatives is a joint project of leading NGOs and foundations in Poland. Its goal is to promote the NGO sector as an integral component of democratic society; to showcase the strength and dynamics of Polish NGOs and their role as service providers and their relationship to government. There will be training workshops and discussions as well as opportunities for networking and contacts. Invitations are currently being sent out which will also serve to collect suggestions and ideas for issues to be included. Regional forums will be held beginning in October, to be followed by the National Forum scheduled for early May 1994.

Mr. Rościszewski's visit to Washington will help him collect ideas and relevant information for a Warsaw Volunteer Center. He will be involved in managing the database for this project, which will match volunteers in social

service functions with agencies that need their assistance. In response to questions, Mr. Rościszewski explained that this is a very new project, which originated with BORIS, the Service Office for the Self-Help Movement in Warsaw. Specific strategies, for instance a public education program to encourage citizens to volunteer, will be developed in the future.

Finally, Mr. Rościszewski made an appeal to all PVOs who have partners or field offices in Poland to provide contact information to update Polish databases on NGOs (JAW6R and KLON) and the expanded database on American PVOs with operations in Poland that ACAP/Warsaw is currently developing on the basis of a database provided by the CDC. Mr. Malone emphasized the importance of the database research, which has made possible the types of new projects which Mr. Rościszewski described. Address changes and information about new field offices in Poland may be directed to Filip Rościszewski at the ACAP/Warsaw office: phone/fax (48) 22 49 45 79.

LOCAL/REGIONAL DEVELOPMENT

Joan Van de Moortel spoke about the recent visit of a Polish delegation from the State Foreign Investment Agency. Ms. Van de Moortel met with the regional representative from Opole, Urszula Cioleszynska, who shared some of her concerns. Ms. Cioleszynska described the Polish economy as still very much in disarray and said that there was much concern about the grave situation in Russia and its potential impact on Poland. She felt that the best defense for Poland is increased urgency to develop economically and politically.

She stressed that Poland needs a loan guarantee program for small business outside of Warsaw to mitigate against increasing anger, despair and cynicism among the outlying population. Such a program could be developed through regional banks or regional development agencies which are already established.

Business training is still needed. There is already a center in Opole which could serve as a model for short-term continuing education and

accessible business training. The problem with existing training programs is that they are too few, not the appropriate length (too long and too short), too theoretical, not offered in Polish (though business English should be a component), too centralized and not easily accessible.

The Peace Corps has two volunteers at the Opole Center working with the government and local schools. They need hardware and software for their program. Joan Van de Moortel has a copy of the specific request from the Peace Corps volunteer in case anyone has any suggestions. Gifford Malone suggested that Joan Van de Moortel follow up this request with Gifts in Kind America.

Announcements:

Andrea Ewart-Simon, Citizens Democracy Corps, announced that the CDC is in the process of updating their compendium for 1994. She hopes to receive all responses in a timely manner. If there are any questions about the compendium, please contact Andrea Ewart-Simon at (202) 872-0933.

Margaret McLaughlin, reported that the **Points of Light Foundation** is starting international programs. The Foundation is currently working with the International Association of Voluntary Efforts, which is organizing a regional meeting, June 21-25, in Moscow. For further details, contact Margaret McLaughlin at (202) 223-9186.

Don Blandin, Business Higher Education Forum, offered information about a three-day meeting to be held November 6-9th in Prague, sponsored by the European Foundation Center and focusing on civil society. There will be U.S. foundations and business interests present, and the sponsors are seeking additional involvement from Eastern Europeans. John Richardson of the European Foundation Center is in charge of the meeting, but Mr. Blandin can provide additional details; he can be contacted at (202) 939-9345.

Don Blandin also announced the availability of the publications which he spoke about at our last meeting. Responses to requests for these publications are now being sent out. These publications include:

Making Change Last, a report of the BHEF's December conference; **Business Investment Climate in Poland: A U.S. Industry Perspective**; and **Technology Commercialization**, a summary of the U.S. - Polish Technology Commercialization Conference and Workshops in Warsaw, Krakow, and Gdansk, November 1993.

Don Blandin called particular attention to the great contribution to the last publication made by Hubert Romanowski.

Updates

Judy Shaffer of the **World Council of Credit Unions**, who, for lack of time, was not able to report at this session, has provided the following update on the Council's program in Poland. In the nine months that the World Council of Credit Unions has been working with its Polish partner, the Foundation for Polish Credit Unions, over 40 savings and credit unions have been legally recognized. Over US\$2.75 million in savings have been mobilized by the 17 credit unions actually operational. Working under this USAID-funded program, the national association has recently opened the first of ten planned regional training centers, increasing its ability to provide promotional and training services to individuals interested in starting or joining a credit union. A joint venture insurance company is providing life savings and loan protection insurance to credit union members, and fidelity bonding of credit union employees will be available by year-end. A Central Finance Facility has been formed to make the excess liquidity of credit unions available to those with excess loan demand and a stabilization program will provide for funds needed on an emergency basis to meet short-term economic difficulties facing credit unions.

The President of the Foundation for Polish Credit Unions, Mr. Grzegorz Bierecki, can be reached at ul. Wierzbowa 32A, Gdynia-Orlowo, Poland, phone 48-58-524239.

APPENDIX B

Consultative Assistance, April - May, 1993

ACAP'S PVO/NGO ASSISTANCE ACTIVITIES
April - June 1993

Coordination and Information-Sharing

- **The Association for Suppliers of Printing and Publishing Technologies**
Requested a meeting with ACAP staff in the U.S. for information exchange and advice.
- **BORIS (the Support Office for the Self-Help Movement)**
Meeting with U.S. staff and coordination meetings with ACAP/Warsaw who administers a grant for their staff salaries.
- **The Business Higher Education Forum**
Information exchange with both U.S. and Polish staff.
- **Citizens' Democracy Corps**
Coordination meetings held in both the U.S. and Poland regarding database collaboration and volunteer programs.
- **The European Community's Civic Dialogue Program**
Information exchange meeting with ACAP/Warsaw staff.
- **The Free Trade Union Institute**
Information exchange meeting with ACAP's president and subsequently with ACAP/Warsaw.
- **Forum for Intercultural Communication**
Regular communications with US staff about program developments; ACAP/Warsaw staff participated in a coordination meeting for their Women-to-Woman exchange.
- **Foundation in Support of Local Democracy**
Coordination meetings in Warsaw regarding a training program to develop NGO leadership capacity and regarding the National Forum for NonGovernmental Initiatives.
- **French Embassy**
Information exchange meeting with ACAP/Warsaw.
- **Goodwill Industries International**
Coordination meetings in the U.S. and Poland to assist with preparations for and the visit of a Goodwill advisory team to Poland. Ongoing communications in the U.S.
- **Harvard University's Project Liberty**
ACAP's Women's Work Group provided informal advisement and contacts for Project Liberty's visit to Poland in late May. ACAP/Warsaw staff participated in the Project's round table discussion on women's training programs in Poland.

- **KLON/JAWOR Database Projects**
Regular coordination and planning meetings with both U.S. and Polish staff.
- **OIC International**
Held several coordination meetings in the U.S. and Warsaw related to the Goodwill Industries visit, women's programs and upcoming conferences.
- **Partners for International Education and Training**
ACAP/Warsaw assisted in developing the plan for a training visit to the U.S. by Zbigniew Lewicki, of the Department of North and South America in the Polish Ministry of Foreign Affairs.
- **Polish Foundation for Children and Youth**
Meetings with US and Polish staff; coordination regarding the National Forum for NonGovernmental Initiatives and assistance from ACAP/Warsaw on Leadership Enhancement Program for young NGO leaders.
- **Rockefeller Brothers Fund**
Regular communications regarding by ACAP/Warsaw regarding the Polish distribution of the Rockefeller Brothers report on NonProfits in East Central Europe.
- **The Stephan Batory Foundation**
Communications with ACAP/Warsaw in preparation for the Johns Hopkins Institute for Policy Studies conference in Poland.
- **U.S. Embassy, U.S.I.A. and U.S.A.I.D.**
Information exchange with both U.S. and Polish staff.
- **U.S. Peace Corps**
Information exchange with both U.S. and Polish staff; coordination of information services for Peace Corps volunteers and responses to individual requests for information, contacts and assistance to Peace Corps projects.
- **Warsaw University, Post-Graduate Program in NGO Management**
ACAP/Warsaw staff held several discussions with the planners of this new program.

Providing Information and Contacts

- **The American-Polish Catholic Corporation**
Sought information from ACAP/Warsaw.
- **Charlotte, NC - Wrocław, Poland, Sister City Program**
Requested information about resources for exchange programs.

- **The European Y.M.C.A.**
Sought information from ACAP/Warsaw regarding staff training.
- **The Foundation for the Early Detection of Cancer**
Met with ACAP/Warsaw staff seeking resources.
- **Harvard University's Project Liberty**
Sought information and contacts in preparation for an investigatory visit to Poland in May. They were assisted by both ACAP offices and our Women's Partnership Work Group.
- **The International Fundraising Group**
Requested information and contacts for setting up a round table discussion on NGO training in fundraising. Both U.S. and Warsaw staff attended the discussion and translation assistance was provided.
- **Johns Hopkins University, Institute for Policy Studies**
Requested practical information about setting up an office in Poland.
- **Partners in International Education and Training**
Sought advice from ACAP/Warsaw and requested assistance with program recruitment.
- **Monika Platek, Fulbright Scholar from Warsaw University's Legal Faculty**
Sought Polish contacts and information to prepare a new program in Women's Legal Issues.
- **The Polish Disabled Sailors Association**
Sought advice and support for their fundraising efforts to enable them to participate in a competition in the U.S. this fall.
- **The Polish Higher Education Business Forum**
Requested information and contacts in NGO training from ACAP/Warsaw.
- **S.O.S. Okęcie Foundation**
Sought assistance from both ACAP offices.
- **United Way International**
Requested and received assistance from both ACAP offices for an exploratory visit to Warsaw in May.
- **U.S. Embassy**
Sought information from ACAP/Warsaw about nonprofits in the Czech Republic.
- **The Water Supply Foundation**
Sought assistance from ACAP/Warsaw.

Miscellaneous Individual Requests for Information About:

- Funding sources for study, English teaching and exchange programs.
- Scholarships for Polish students in the U.S. and Americans wishing to study in Poland.
- How to make Donations to Poland.
- English teaching opportunities.
- Volunteer opportunities.
- Inquiries from researchers, such as journalists and Fulbright scholars.
- Training Programs.
- Polish contacts.
- Polish language and culture.
- Employment opportunities.

Conference Coordination

- + ACAP/Warsaw is working with the Polish Foundation for Children and Youth and NGO leaders in Gdansk to assist in organizing the **Third Polish-American Self-Help Conference** to be held in October 1993.
- + ACAP/Warsaw is working with prominent NGO leaders to assist in preparations for the first **Polish National Forum of Non Governmental Initiatives**; local forums to be held throughout Poland this fall and the national event scheduled for spring 1994. The Forum staff worked in ACAP/Warsaw offices and ACAP/Warsaw participates in regular planning meetings.
- + ACAP/Warsaw, along with other Polish NGOs, is providing assistance to the **International Fundraising Group** in preparation for a regional training conference for NGOs to be held in Warsaw in December.

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NGO Training

- * ACAP/ Warsaw's office director regularly conducts workshops in fundraising and proposal development for the Foundation for Social and Economic Initiatives' program.
- * ACAP/Warsaw is working with the Foundation in Support of Local Democracy and Polish Foundation for Children and Youth to design a training program for NGO managers which will enhance the sector's capacity for in-country training.
- * ACAP/Warsaw's Officer Director designed and conducted workshops she will conduct for the Leadership Enhancement Program for the Polish Foundation for Children and Youth in her role as a co-trainer.
- * ACAP/Warsaw Office Director is designing a workshop based on relevant information from her training in Salzburg to provide additional training for the Ochota Association.

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APPENDIX C

Itinerary for Program Officer's Training Visit to the U.S.

**ITINERARY FOR FILIP ROSCISZEWSKI'S
TRAINING VISIT TO THE U.S.
May 5 - 18, 1993**

WEEK I:

Tuesday, May 4th:

Arrival Wash/Dulles

Wednesday, May 5th:

**The Points of Light Foundation
Washington, D.C.**

- 1) Margaret McLaughlin, International Programs
- 2) Dr. Tracy Gray, Director of ServLink
Designer of ServLink & New VolunteerNet Databases
- 3) Database staff

Thursday, May 6th:

**National Center for Missing and Exploited Children
Arlington, VA**

Barbara Johnson, Outreach Director
Database, Hotline Referrals, Information Resources

**U.S. Agency for International Development
Center for Trade Information & Investment Services
Washington, D.C.**

- 1) Deborah Diaz, Director
Database linking US-Polish private sector
- 2) Celia Cepello and other database staff
CD-ROM linkages

Friday, May 7th:

**Montgomery County Commission for Women:
Career & Counseling Center
Rockville, MD**

- 1) Elma Rambo, Director
Information Services/Referrals and Resources Library
- 2) Sandra Fairhurst, Volunteer Information Specialist

Montgomery County Volunteer & Community Services Center

- 1) Andrea Jolly, Director

Saturday, May 8th:

Morning Visiting Software Shops with Bill Klenke
(various software packages and technical manuals)

National Cancer Institute Computer Lab with Joe Cammisa

WEEK II:

Monday, May 10th:

American University Library
Washington, D.C.

- 1) Patrick Flannery, Systems Librarian

Creative Associates International
Washington, D.C.

- 1) Gary Gillette, database technology
Visit to their special media library project at
The U.S. Information Agency
Washington, D.C.

Tuesday, May 11th:

Citizens Democracy Corps
Washington, D.C.

General orientation and series of coordination meetings

Wednesday, May 12th:

ACAP PVO Meeting at the National Endowment for Democracy
Washington, D.C.
(Filip's introduction and updates on current Polish
initiatives.)

Software Publishers Association
Washington, D.C.

- 1) Eileen Rosenthal, Legal Counsel
- 2) Ken Wash, Executive Director

Thursday, May 13th:

Library of Congress
Washington, D.C.

- 1) Mindy Hetrick, Visitor Services Office
Database, Automation Services, European Division
- 2) Ron Bachman, Polish Desk

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Thursday, May 13th afternoon

ACAP office: staff meetings

Friday, May 14th

ACAP office: coordination meetings with ACAP staff
training evaluation and follow ups

Tuesday, May 18th:

Depart for Warsaw