

## **Part Two**

# **Administration and Management**



# Administration and Management

Sound general and financial management have always been a linchpin of CSD's institutional capacity with accountability and transparency established as the leading principles of its operation. CSD has tried to ensure wide publicity of its activities and the results there of through a number of channels, including:

- publishing independent, annual audit reports since 1992 (CSD's financial statements and KPMG audit report for 2003 follow);
- performing audits of individual projects since 1992;
- publishing annual reports since 1994;
- uploading detailed information on CSD's activities on its web-site;
- releasing information on projects and activities in the mass-media;
- publishing a range of print materials, etc.

As one of the leading organizations in the NGO sector in Bulgaria CSD

represents a model for the development of other non-governmental players in the country. CSD has consistently tried to transfer its know-how and best practices in administration and management to its partner organizations and the NGO community at large. Following a 2002 Governing Board decision on the requirements for its grant operations, in 2003 CSD put a special effort into supporting the institutional capacity of the network of non-governmental organizations it works with. In 2003, these efforts included capacity building assistance to CSD grantees, in particular on the development of internal regulations, project management according donor requirements, accounting and reporting, transparency in the work of non-profit organizations. Technical support was provided to NGOs through a number of site visits in Sofia and around the country.

In 2003, CSD significantly enlarged the number of NGOs to which it provides grant management assistance to include organizations mostly outside the capital city.

## CSD grantees in 2003

- Bulgarian Youth League "Stefan Stambolov", Smolyan
- Public Barometer Civic Association, Sliven
- Civic Association for Countering Corruption and Illegal Building, Sofia
- Center for the Study of Political Processes, Shoumen
- Town and Culture Foundation, Varna

- Foundation for Entrepreneurship Development, Sofia
- Black Sea Legal Community, Bourgas
- Center for Media Development, Sofia
- Space Culture Foundation
- “St. Kliment Ohridski” Foundation
- Agency for Regional Development and Business Center, Vidin
- Open Society Club, Rousse
- IGA Foundation, Pazardzhik
- Association of Municipalities “Hebar”, Plovdiv
- “Mayday” Foundation, Varna
- Association of the Bulgarian Black Sea Municipalities, Varna
- Regional Business Center for Support of SMEs, Pernik
- “Egida” Foundation, Goce Delchev
- ACCESS Association, Sofia
- Edu Foundation, Sofia
- Foundation of the Bulgarian Entrepreneur
- Bulgarian Association for Fair Elections and Civil Rights, Razgrad
- Bulgarian Association for Out-of –Court Conflict Resolutions, Plovdiv

In 2003, CSD employed 56 staff of which 43 were management and professional, including part-time consultants, and 13 were support personnel. The Center also works with a significant number of external contributors.

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## Sources of Support and Cooperation

American Bar Association Central European And Eurasian Law Initiative (CEELI)  
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