

**Non Governmental
Organisations Centre
Annual Report
1999**

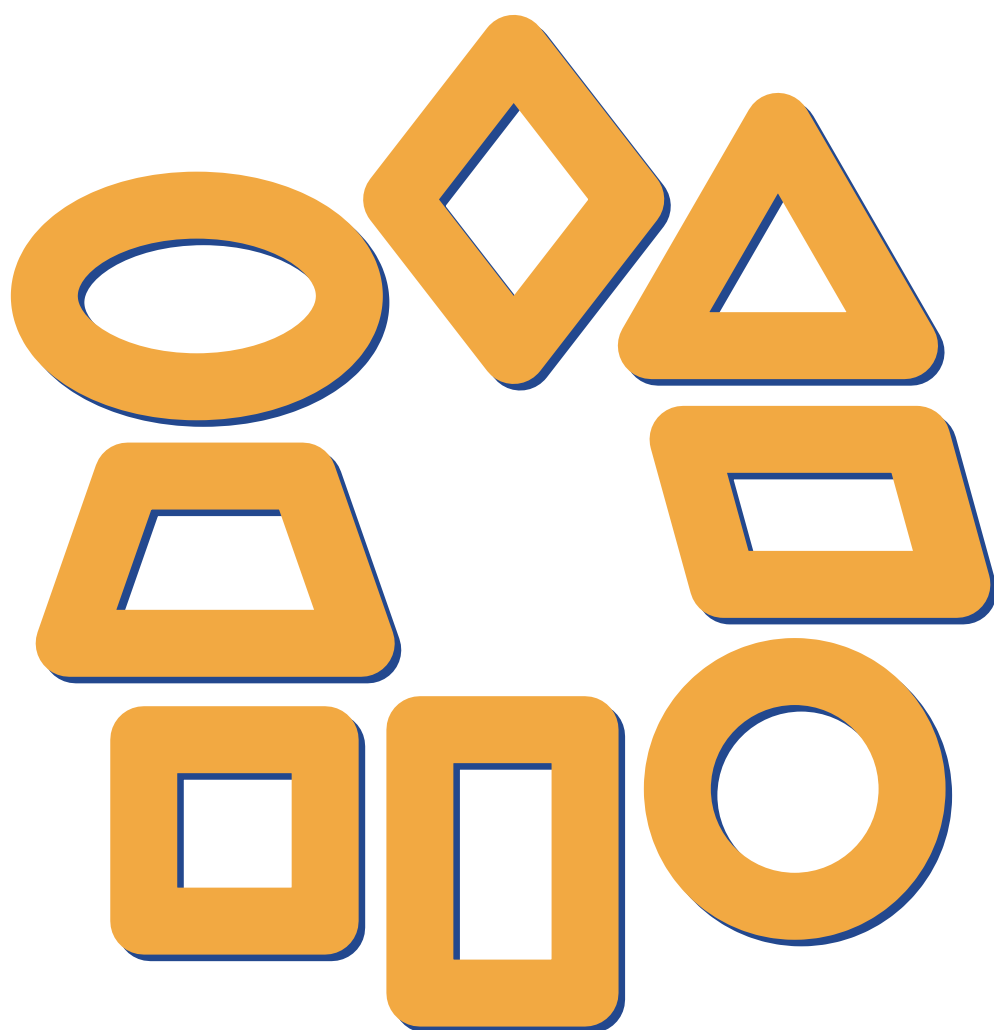




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human rights philanthropy

voluntary work

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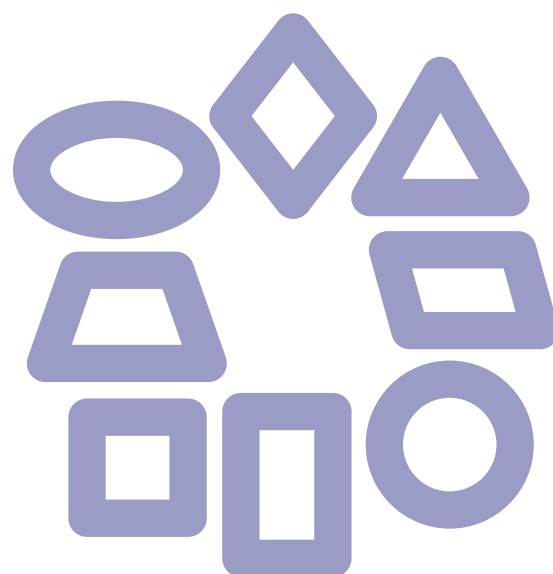
integration

participation

civil society

education

NGOs



Mission Statement and Objectives

The NGO Centre opened in Riga in 1996 as a non-governmental organisation (NGO) with the mission to promote the development of a democratic and integrated civil society in Latvia. It is a resource and education organisation catering to the needs of NGOs throughout the country. Its programmes are developed to provide the maximum support to new NGOs and to encourage experienced and well-established NGOs to participate in the civil society process.

The Centre's primary objective is to promote the formation of a climate favourable to the development of NGOs. Specifically, the NGO Centre aims to support and promote

- each non-governmental organisation by providing information, advice and technical assistance;
- co-operation among non-governmental organisations and to safeguard their interests;
- co-operation between the Third Sector, State and municipal institutions;
- financial support for non-governmental organisations;
- co-operation between donor organisations, sponsors and non-governmental organisations in Latvia;
- the development of relevant skills within non-governmental organisations;
- the principles of volunteerism and to help non-governmental organisations make good use of volunteers; and
- the availability of information to the general public about the Third Sector.





NGO Centre Board and Management

Uģis Rotbergs, Chairman – Country Representative, World Wildlife Fund International

Andris Bērziņš – Director, Rīga Samaritan Society

Anita Jākobsone – Chair, Latvian Adult Education Association

Valdis Kudiņš – Daugavpils Pedagogical University Nature Studies and Environmental Education Centre

Ole Lisborg – Ambassador of the Kingdom of Denmark in Latvia

Jan Sand Sorensen – United Nations Resident Co-ordinator in Latvia and Resident Representative of the United Nations Development Programme

Vita Tērauda – Executive Director, The Soros Foundation - Latvia

Eriks Leitis – Director, NGO Centre, until July 1999

Kaija Gertnere – Director, NGO Centre, from August 1999

Message from the Director

The Third Sector

The Third Sector, the name given collectively to those institutions within society that operate neither for profit (private sector) nor as part of the State (public sector), is vitally important to developing and sustaining a stable democracy.

Non-governmental organisations (NGOs) that comprise the Third Sector play a pivotal role in civil and democratic societies. They democratise the political process by transmitting values, attitudes and signals about the needs and potentials of society, and individuals participate in NGOs in order to create dynamic solutions to problems, which they have chosen to address.

In addition, NGOs reduce budget costs for the State by encouraging innovative and more cost-effective solutions to solve societal problems. NGOs also facilitate social and political integration. They operate in spheres in which State resources are lacking and in spheres that are not profitable for the private sector. NGOs offer different ways of problem solving, provide differences of opinion within society, express social needs, protect the public interest, and develop a dialogue with the State and political powers. In particular, Third Sector organisations will be indispensable when Latvia joins the European Union where NGOs play an important role in transmitting the needs and demands of ordinary citizens to the political decision-makers.

Delegating responsibilities

In a transition economy such as Latvia's where the role of the State is diminishing, NGOs fulfil an important role by complementing government responsibilities. During recent years, the State has begun to recognise the benefits of delegating responsibilities to NGOs but rarely does it allocate resources to fulfil these responsibilities. Even NGO activists have not fully recognised their potential or the role that they could have in shaping the country's future.

Legal Environment

Delegating responsibility to the Third Sector is a natural progression in Latvia's development, but politicians generally do not fully comprehend the importance of favourable legislation for NGOs to fulfil their mission. Existing legislation allows NGOs to function, but the laws on financing and accounting are both complex and disheartening for NGOs. The laws regulating the NGO sector are not conducive to promoting the non-profit sector and the work of non-governmental organisations.

Taxes

The process of obtaining tax-exempt status is confusing and often arbitrary; tax deductions are difficult to obtain and are only for legal persons but not for private persons. According to annual financial reports, the majority of NGOs have only modest resources of which the largest part is constituted by donations-in-kind. Developing solutions and recommendations on how to improve the legal framework relating to NGOs is a top priority for the NGO Centre.

Sustainability

Almost a decade after independence, many NGOs have been established, represent almost all segments of society and target all demographic groups from children to the elderly on issues ranging from social care and environmental protection to cultural affairs and education.

Despite the best of intentions, however, most NGOs in Latvia disband shortly after founding due to the inability to attract volunteers and to secure funding. In 1999, over 4,500 NGOs were registered in Latvia, but only a handful has resources of over 5,000 Lats (\$8,000). About 80 percent of the resources received by NGOs are likely to have come from abroad rather than from domestic sources, but even international support has been sporadic and limited because the international donor community does not have a concentrated, organised approach to giving. The funding base for Latvia's NGOs is not diversified, and each organisation usually relies on only one or two sources for funding. In sum, few NGOs are financially sustainable, and they exist only from project to project.



Role of the Centre

A vital role for the NGO Centre in years to come will be to strengthen the sustainability of the Third Sector by providing the tools that any NGO needs to fulfil its mission and objectives successfully and efficiently.

For this reason, the NGO Centre continues to focus its resources and priorities on developing programmes to support organisations in the areas of information, education, training, human rights, social integration, small grants, volunteers, promoting philanthropy, strengthening regional NGOs and developing a network of regional NGO Support Centres. The Centre has also increased its role as an advocate of the Third Sector in bridging gaps and strengthening relations between government institutions and NGOs.

On behalf of the NGO Centre and its staff, I would like to thank all of our friends from the NGO sector and our supporters and co-operation partners for working together with us to achieve a common goal.

Kaija Gertnere

Director, NGO Centre



Messages from the Founders

1999 was a transition year for the NGO Centre in Rīga. The year brought the end of its first phase and the beginning of the next. Through the generosity and foresight of the Danish Ministry of Foreign Affairs, the Soros Foundation – Latvia and the United Nations Development Programme, the Centre opened in Rīga in 1996, but at the end of 1999, the original donors began to phase out their financial commitment to the Centre as part of their agreement when the Centre was founded. The Centre has begun efforts to become self-sustainable and to seek new strategic partnerships.

From the Royal Danish Embassy in Rīga

The Danish Government has contributed financial support to the NGO Centre in Rīga since it was conceived in September 1995. The support to the Centre has been a part of the overall Danish assistance for the development of a democratic Latvian society. During the first year of the NGO Centre, it became clear that there was a need for contributions from other donors as well. Thus, since December 1996, the United Nations Development Programme, The Soros Foundation – Latvia and the Danish Government have been the three main donors to - and official owners of - the NGO Centre.

Right from the beginning the Danish financial support had a transitional nature. The aim was to assist in developing the Latvian NGO society and after some time it was foreseen that the Centre would be sustainable on its own. The intention was to withdraw from the annual fixed contribution to the NGO Centre after a three year period ending ultimo 1999.

The NGO Centre has through the years given a valuable impetus to the development of Latvian civic society. It is a unique institution. Besides the practical, educational and legal assistance to Latvian NGOs, it acts as an important link between the NGOs and the public and private sectors and represents the NGOs in relevant law preparatory work. Furthermore, the NGO Centre is playing an

important role as mediator between NGOs and domestic and foreign donors.

The Centre will also in the coming years be an important institution for the development of a civic society in Latvia. The transition to sustainability will continue to be a challenge for the Centre. For some years, external financial support will be fundamental for its development.

After phasing out the annual fixed Danish contribution to the NGO Centre, it is now being considered how and to which extent Denmark could continue to support the valuable activities of the NGO Centre.

Ole Lisborg

Ambassador of the Kingdom of Denmark in Latvia

From the United Nations Development Programme

One of the best things UNDP has been able to do in Latvia is, I believe, to have co-founded the NGO Centre. Since its establishment in 1996, the NGO Centre has raised public awareness about the important role of the NGO sector in the development of an open and democratic society. It has helped to strengthen the local and national NGO network and has forged practical collaboration between NGOs and central and local governments. At the same time, the NGO Centre's own capacity to provide effective support to NGOs has been constantly strengthened. The increasing number of registered NGO users is a sign of the relevance and quality of technical and informative services provided by the staff.

The NGO Centre has established reliable partnerships and good working relations with other stakeholders including the government, international organisations, private sector, media and the general public, and it has become a routine stop for donors who wish, through it, to support the further development of the Third Sector and local level initiatives. This is illustrated by the involvement of the NGO Centre in lobbying for changes in the Law on Public Organisations in the Parliament, participation



in the discussions with the the Ministry of Environmental Protection and Regional Development and the National Human Rights Office Advisory Board. The NGO Centre also participated in the working group of the Ministry of Finance elaborating new rules for year 2000 on the status of public and religious organisations.

The NGO Centre is facing a difficult challenge at this crucial stage in terms of financial sustainability and has begun to prepare for a situation where assistance from its main sponsors will be phasing out. In 1999, several strategic retreats were devoted to this topic, as well as many meetings of the NGO Centre Board. The strategy that is emerging is based on building partnerships with both the private sector, international foundations, as well as generating income for services to users. It is very important that the State and local authorities take their responsibility at this point and provide basic support for NGOs and institutions such as the NGO Centre. UNDP sees the NGO Centre as a key partner in creating an enabling environment for corporate philanthropy and developing public-private partnerships and as a natural partner in UNDP's future programmes in Latvia.

On behalf of UNDP, I would like to express my gratitude to the NGO Centre, its Board and its staff for dedicated work reaching our common goal.

Jan Sand Sorensen

United Nations Development Programme
Resident Representative

From the Soros Foundation - Latvia

1999 marked the conclusion of a three-year programme for support of the NGO Centre by the Soros Foundation - Latvia, United Nations Development Programme and the Government of Denmark. The aim of the programme was to achieve systematic changes in the NGO sector by improving the working environment, supporting new NGOs, and promoting the growth and sustainability of the sector.

How has the NGO Centre performed?

The NGO Centre is no longer an unknown entity or a newcomer to the NGO sector.

During the three-year development phase, not only has a strong NGO Centre been established in Rīga, but also 13 regional centres have been created, which in and of itself is a tribute to the commitment of local organisations to the development of the sector. More than 1,000 NGOs utilise the services of these 14 centres. The network is a strong foundation for the future development of the NGO sector.

The NGO Centre has achieved recognition not only among the organisations themselves, but also among policy makers. The Centre has worked to improve existing legislation regulating NGO activities, and the views of the NGO Centre have been considered when adopting amendments to various draft laws including favourable amendments to the public organisations law. However, systemic changes in the legislative framework for NGOs have not been achieved to date. These positive changes have been made through expert-level involvement in drafting and negotiations, not, unfortunately, through an inclusive process involving a broad circle of NGOs. The public discussion on integration was, however, a pleasant exception. Within this public discussion framework, NGOs utilised the opportunity to express their views regarding the most appropriate future policies in the field of integration. A new target has been set for the NGO Centre: to make this participatory model the norm.

The NGO centres in Rīga and the regions have assisted both the establishment of new organisations and the growth and strengthening of existing organisations. The Centres have offered information, provided legal consultations and information materials regarding various aspects of NGOs, and offered opportunities to the leaders and members of NGOs to attend training in organisational development, accounting and bookkeeping, and public relations. The grants programme financed by the SFL, which provided support to cover the administrative costs of NGOs, has played a special role. The ability to acquire funding for administrative expenses has allowed many organisations to consolidate and to lay the foundations for future work.

It is now clear that the financial sustainability of the NGO Centre will depend to a large degree on the ability of the Centre to gain wide recognition for its contribution to the development of society. Sustainability will depend upon whether this recognition will be expressed by society, State and local governments in the form of financial support. The NGO Centre has up to now relied mainly upon financial support from foreign institutions – as, in fact, has the entire NGO sector in Latvia. Although these funds are still available to those who can prove the significance of their work, they are dwindling. The long-term sustainability of the Centre will be solely dependent on its ability to stimulate local support for the development of a civil society.

The Soros Foundation – Latvia highly appreciates the work carried out by the NGO Centre over the last three years in laying the foundations for a strong NGO sector. The Soros Foundation – Latvia will continue to support the activities of the NGO Centre and regional NGO centres, although it will be a decreasing volume of support. We invite others, who share our appreciation that democracy itself is not sustainable without a strong civil society, to participate in the work of the Centre. Sustainability of civil society requires local support.

Vita Tērauda
Executive Director

Acknowledgements

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The Soros Foundation – Latvia
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United States Information Agency
United States Peace Corps
University of Wisconsin – Eau Claire (USA)
Youth Information and Mobility Centre

The NGO Centre also wishes to thank the numerous individuals who have supported the Centre throughout the year and the volunteers who have given so much of their time and energy to the work of the Centre.



Programmes

Information and Services



Provides the knowledge base through which different social partners can enjoy equal opportunities to exist and develop.

Objectives:

- To promote a favourable environment in which NGOs can develop and prosper,
- To provide NGOs and other interested parties with information about the NGO sector,
- To provide NGOs with technical services such as Internet access that they may not otherwise have.

Any Latvian non-governmental organisation, open public foundation, or non-profit organisation can become a client of the Centre and make use of the services offered. The NGO Centre is not an umbrella organisation or a special interest advocate established to represent the Third Sector as a whole, although it does serve as an advocate for the entire Third Sector on occasion.

The Centre regularly provides the NGO sector with the latest and most relevant information on the sector. The Centre's library houses a large selection of informative materials, catalogues, handbooks, manuals, and periodicals. The library also contains literature relating to NGOs, foundations, funding opportunities, project tenders and on issues relating to human rights, education, environment, youth, health and others.

The Centre's Internet home page includes information about the Centre, a database of all registered organisations, a calendar of events, project tenders and other information on NGOs in Latvia and abroad.

In 1999, the Centre provided its clients with access to four computers, a copier and fax machine. Clients spent 5,160 hours using the Internet on the four computers and made

almost 250,000 copies. The conference room, capable of accommodating 80 people, was used, on average, over 25 hours per week.

The number of registered clients has steadily risen from 306 at the end of 1996 when the Centre opened to over 1,100 at the end of 1999. The increase is an indicator of the quality of technology and informative services provided by the Centre, as well as, its contribution towards the development of a strong NGO sector in Latvia.

In addition to information and technical services, the Centre was able to provide consultative services to the NGO community. 311 hours of legal consultations covering a variety of issues were offered including how to establish an NGO, write a contract or change the organisation's statutes.

The Centre also provided private consultations on basic NGO bookkeeping and accounting practices to representatives of 125 NGOs. Seminars about accounting standards, requirements and practices were also organised.

Much of the NGO Centre's work during the year focused on distributing throughout Latvia information about the Third Sector, the Centre and services the Centre provides. The highlights of the Centre's public relations projects include the following:

Mass Media

- more than 60 articles appeared in the national press,
- production of "The Third Sector" radio broadcast every Friday for 10 minutes about events in the NGO sector,

Printed Materials

- 3 issues of the "NGO News" published in Latvian (1,200 copies) and Russian (400 copies) and 2 issues in English (400 copies),
- a booklet about the NGO Centre's activities and services published in Latvian (1,000 copies), Russian (1,000 copies) and English (1,500 copies),
- a booklet on NGO related taxation issues published in Latvian (2,000 copies), and Russian (1,000 copies),
- the NGO Centre's 1998 Annual Report (2,000 Latvian and 1,000 English copies),

- 10,000 copies of the "Youth NGO Catalogue,"

Information Campaign

- 300 posters displayed in Riga for 3 months promoting the Centre's Volunteer program,
- public relations consultations for NGOs on issues such as media relations and how to write a press release.

Education Programme



Is the means through which an individual may acquire knowledge and skills, achieve changes in attitudes, further the development of character and participate fully in social, economic and cultural life.

Objectives:

- To increase the capacity of NGOs by providing training on organisational development issues to NGO leaders and activists throughout Latvia,
- To reinforce the momentum of civil society development through fostering NGO capacity building achieved by transferring new knowledge and skills to NGO practitioners,
- To broaden the understanding of NGO leaders and activists about the role of the non-governmental sector in civil society.

The Centre continues to co-ordinate short term and long term training sessions in basic topics of NGO management. Representatives of more than 200 NGOs took part in seminars that were held in Riga and other Latvian cities and covered topics including NGO board work, the formation of NGO co-operative networks, volunteers, fundraising, negotiating skills, and economic development.

Through the ABCs of an Organisation project, the Centre held a total of 77 seminars in Riga and outside the capital in both the Latvian and Russian languages. The seminars covered the role of the NGO in a civil society, strategic planning and management, fundraising and financial sustainability, project grant writing, image building and public relations, conflict resolution and NGO assessment. The cycle of seminars presented increased from four topics in 1998 to eight topics in 1999. Over 1,100 registrations were received for the seminars.

Seminars on assertiveness techniques were held as part of the Training of Trainers programme for NGO trainers. The trainers



also participated in a study visit to Great Britain to broaden their knowledge of training techniques.

Special seminars were also conducted for the Boards of Directors of the Regional NGO Centres. Over 60 board members were trained in 16 seminar days on the topics of strategic planning, networking building and assessment, and board team-building.

In order to assist NGOs with the fundamentals of accounting and bookkeeping, the Centre conducted training seminars on the techniques of NGO financial procedures for 171 individuals representing organisations from all over Latvia.

As part of an on-going project to conduct training in fundraising and grant writing, two members of the Centre staff attended the Fund Raising School of the Indiana University Center on Philanthropy and earned certificates in fundraising management.

NGO Support Programme



Are public organisations that work on voluntary and non-profit-making principles alongside the state and business sectors.

Objectives:

- To create specific training programmes for designated NGOs based on their particular needs,
- To promote the institutional development and strengthening of NGOs,
- To develop a co-operation network among NGOs,
- To encourage the role of public advocacy for NGOs,
- To facilitate the exchange of information and to develop co-operation between NGOs,
- To promote co-operation between NGOs, municipalities and state governments,
- To promote awareness of the role of the Third Sector in developing democracy.

The projects in the NGO Support Programme are targeted to the common goals of promoting the institutional development of and strengthening of NGOs, and each involves training NGO activists. In one project, a competition based on proposals submitted by their organisations was organised to select representatives from 12 NGOs to attend training courses on the development of NGOs. The Centre later evaluated the organisations before developing a unique programme designed to assist each organisation strengthen its institutional capacity. A variety of activities was co-ordinated by the Centre such as training on accounting techniques, developing a web site and coalition building for NGOs.

The NGO Centre also undertook a project called NGO 2000, which was created as a training programme for future NGO consultants. The 20 trainees have undergone training in NGO institutional development, grant writing, project implementation and supervision, as well as gaining practical

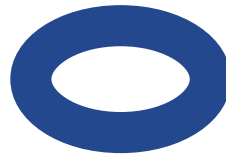
experience working with ten designated NGOs, before becoming certified to consult for NGOs throughout Latvia. In the future, 600 hours of their time will be provided free of charge to consult NGOs.

In addition to the individuals still receiving training, five persons have been trained to analyse the level of development of an NGO and to provide recommendations on how to improve its practices and work. The five experts provide the organisations with the benefit of their expertise and assess their capability for institutional development and their internal and external relations.

Another aspect of the NGO Support Programme was the Regional NGO Forums that the Centre hosted for the third consecutive year. More than 1,000 representatives from 460 NGOs participated in the forums, which were held in Madona, Preiļi, Talsi, Tērvete and Rīga. The speakers differed according to the site of the forum, but presentations were made by Valdis Birkavs, the Latvian Minister of Justice, Andris Bērziņš, the Mayor of Rīga, and Uģis Rotbergs, the Chairman of the Board of the NGO Centre.

Participants in the forums engaged in panel discussions with national experts on topics including how to protect the basic rights of NGOs and how NGOs can assume the functions of government. Workshop topics included the NGO's role in European integration, the role of volunteers in NGOs, influencing the decision-making process, and societal integration in Latvia.

Regional NGO Support Centres



Is a citizen based, public, self-organisation system, which is created and functions outside the institutions of state authority, settles issues of public administration by voluntary civil means and effectively controls state authority.

Objectives:

- To provide consultancy, training, education, information and technical assistance to NGOs throughout the country,
- To stimulate community involvement in the social processes thereby contributing to the development of a civil society,
- To unite local NGOs,
- To create an environment in which human rights NGOs can prosper and in which the overall level of human rights improves,
- To establish an information exchange system between the NGOs and the Regional NGO Support Centres.

As part of the regional NGO development process, Regional NGO Support Centres were created to serve as information clearinghouses providing Internet access, service facilities and counselling centres for organisations located outside Rīga. The regional centres also administer assistance and training programmes targeted at NGOs in a given area. Thirteen regional centres operate outside of Rīga and cover all geographic areas of the country.

With the assistance of the Regional NGO Centres, 80 new NGOs were developed and 30 new projects were funded because of the technical advice provided by the Centres. The Regional Centres recorded 200 NGOs as regular clients and an additional 400 NGOs as occasional clients.

The Regional Centres succeeded in establishing co-operative networks for NGOs on issues such as youth or the disabled. The Centres also prepared

- a monthly calendar of events, which was



circulated to the NGO community, the press and government officials, and

- a weekly newsletter, which contained information about upcoming events and issues of importance to the Third Sector.

The Regional Support Centres also assisted NGOs in improving the professional skills of NGO employees by organising monthly training seminars for staff.

Within the Regional NGO Support Centres, the Support Network for Human Rights Protection was established. It provides information to NGOs and individuals about basic human rights and organises seminars on human rights topics. Co-ordinators are employed in nine of the Regional Support Centres: Alūksne, Daugavpils, Cēsis, Talsi, Jelgava, Jēkabpils, Liepāja, Tukums and Rēzekne.

Anyone active in the human rights sphere can receive basic information on human rights, participate in seminars on a variety of human rights issues, receive a copy of any Latvian legislative act, and receive recommendations on how to solve a specific human rights problem. In addition, the Centre organised a youth internship programme to teach young people about human rights as well as basic skills on how to run an office.

Small Grants Programme



Is a non-repayable cash donation for the implementation of projects important to society.

Objectives:

- To provide grants to NGOs to cover administrative expenses (salaries, rent, communications and other operating costs),
- To promote and support fledgling organisations in the start-up phase of operation,
- To provide additional support for an NGO in the amount of up to 10 percent of a specific project's budget.

In 1999, the Centre awarded approximately 50,000 Lats (\$86,000) to NGOs through the Small Grants Programme aimed at supporting the structural development of new NGOs and providing funds for the implementation of NGO projects.

The Centre's Grants Programme offers a unique opportunity for NGOs to receive funding for administrative expenses such as salaries, office rent, and communications costs, which they may not otherwise be able to receive. Most of the foundations and support programmes from which the NGOs could receive funding provide support for programmatic expenses only. The Centre's Grants Programme supports a variety of organisations working on a wide range of social problems.

Grants for the structural development of new NGOs are intended to provide funding for NGOs registered within the last three years. The grants provide financing to cover the NGO's administrative costs for one year, which allows new organisations to begin work and provides a base from which they can develop. This type of grant provides recipients with an opportunity to focus on their work and to seek future co-operation partners rather than worrying about their day-

to-day existence. Compared to other NGOs, the organisations that have received one of these grants are more active than those that have not.

Additional grants for the implementation of NGO projects are designed to support the infrastructure of NGOs, which have other national or foreign co-operation partners. The additional grants provide long term administrative funding of up to 10 percent of the basic project costs. Very often NGOs suffer from a shortage of finances because of the burden of organisational administrative expenses. This funding can provide organisational stability as well as funds for expanding the main areas of activity for an NGO.

Between January and June 1999, an independent study was conducted to determine the effectiveness of the NGO Centre Grants Programme. The results of the study, which consisted of surveys and focus groups, indicated that the grants were very important for the development of the organisations that received the grants and, in particular, for young organisations rather than those with experience. The organisations that received grants began co-operation with local governments noticeably faster than those that did not receive grants. In addition, those organisations that received an NGO Centre grant were more active in finding self-financing projects and did not survive on the Centre grant alone. In sum, those organisations that received a grant from the NGO Centre were far more likely to develop self-financing capacity than those organisations that have not benefited from the NGO Centre Grants Programme.

Volunteer Programme



Is the opportunity to become involved in an activity without a reward and from it, gain experience, satisfaction, new social contacts and impressions.

Objectives:

- To develop and strengthen the volunteer movement in Latvia,
- To foster societal involvement in the development, democratisation, and humanisation of health and social care,
- To improve the quality of medical and social services without increasing costs.

Any NGO in the country can receive information about volunteers from the Centre. NGOs can submit applications to request or provide volunteers, and organisations that want to develop a volunteer programme within their organisations can receive training in how to work with volunteers. The Centre has an informal volunteer club that promotes interaction between volunteers and co-ordinators and provides training seminars and other useful information. The Centre also hosted a summer camp for co-ordinators of the volunteer movement in Latvia.

As a direct result of the Centre's programme for volunteers, 101 volunteer co-ordinators and 56 young people from the Youth Volunteer Internship Programme were trained, 190 new volunteers were recruited and trained, and 65 volunteers were placed in 41 different organisations. In addition, the Centre organised nine seminars throughout the country for NGOs about the management of volunteers.

During 1999, the Centre also worked to broaden the volunteer movement in Latvia by building an organised and co-ordinated programme for volunteers in health and social care facilities. The project placed volunteers in the Latvian Oncology Centre, the Olaine Social Care Centre, the Family Support Centre



and the Children's Clinic, University Hospital.

A major public relations campaign was organised from July until October with billboards promoting volunteerism and volunteer opportunities displayed throughout Riga, and a catalogue of youth NGOs with information about volunteer opportunities was published.

Philanthropy Programme



Is the donation of time or valuables (usually money) for public aims without expectation of compensation or reward.

Objectives:

- To promote the development and understanding of philanthropy in Latvia,
- To develop legislation favourable to the NGO sector,
- To promote a positive climate among the public and private sectors for NGOs,
- To promote positive examples of philanthropy.

Under the auspices of the Philanthropy Programme, a variety of projects designed to enhance philanthropy in Latvia were conducted. The Centre works to ensure the development of legislation that would enable NGOs to work more effectively in the philanthropic sector in Latvia. The programme provides a forum for people interested in promoting the Third Sector in Latvia and assists the public in understanding more about the Sector. In particular, the Centre is working with the private sector to educate businessmen about the special needs and considerations of the Third Sector.

This programme is intended to impact significantly upon the entire NGO sector rather than targeting specific NGOs. Any NGO can assist the Centre in successfully fulfilling its objectives by submitting recommendations for developing a philanthropic culture and examples of better understanding of philanthropy or providing information on local and national philanthropists. Although this programme began at the end of 1999, the majority of work will take place in the year 2000.

Environmental Programme



Is the involvement of the individual in public processes with an opportunity to influence the results of this process and is one of the cornerstones of democracy.

Objectives:

- To promote and strengthen environmental NGOs,
- To increase the role and impact of environmental NGOs throughout society,
- To raise awareness of environmental issues.

The Centre, in co-operation with the Latvian Ministry of Environmental and Regional Development and the Environmental Protection Foundation, provided NGOs access to current information on environmental issues and specialised computer programmes available on a sign-up basis. Grants to attend training on public relations activities including developing Internet home pages were also available.

The Centre, in conjunction with the Ministry and Foundation, administered the consultative board that provided transparency and advice on project evaluation during the Foundation's grant awarding process.

An energy efficiency and conservation project called SCORE (Supporting the Co-operative Organisation of Rational Energy Use) was administered by the Centre. A total of 8,700 Lats (\$14,500) was awarded to five environmental NGOs that conducted a variety of public awareness campaigns about the need for energy efficiency. The projects included the publication of books and a children's calendar aimed at introducing the concept of energy conservation to the general public. The grant recipients also distributed through press conferences and articles written for press dissemination information on how to save energy in the workplace.



NGO Support Centre Network

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CĒSIS NGO SUPPORT CENTRE

Glūdas iela 4

Cēsis, LV-4100

Telephone/fax: 41-24981

e-mail: cesunvoc@apollo.lv

DAUGAVPILS NGO SUPPORT CENTRE

Parādes iela 1-314

Daugavpils, LV-5401

Telephone/fax: 54-23468

e-mail: valdis@dpu.lv

LIEPĀJA NGO SUPPORT CENTRE

Ausekļa iela 9

Liepāja, LV-3401

Telephone/fax: 34-27500

e-mail: nvo@apollo.lv

MADONA NGO SUPPORT CENTRE

Saules iela 18b

Madona, LV-4801

Telephone: 48-22041 Fax: 48-23688

e-mail: madnvo@kvarcs.lv

PREIĻI NGO SUPPORT CENTRE

Tirgus laukums 2

Preiļi, LV-5301

Telephone/fax: 53-21603

e-mail: nvokc@axel.lv

RĒZEKNE NGO SUPPORT CENTRE

Atbrīvošanas aleja 174

Rēzekne, LV-4600

Telephone: 46-36580 Fax: 46-25421

e-mail: nvocentrs@rezekne.lv

SĒLIJA NGO SUPPORT CENTRE

Brīvības iela 39a

Jēkabpils, LV-5200

Telephone/fax: 53-32691

e-mail: selijasnvo@mail.lv

TUKUMS NGO SUPPORT CENTRE

Talsu iela 5

Tukums, LV-3100

Telephone/fax: 31-81021

e-mail: nvo@tukums.parks.lv

VENTSPILS NGO SUPPORT CENTRE

Skolas iela 4-5

Ventspils, LV-3600

Telephone/fax: 36-21228

e-mail: ngo.ventspils@itl.lv

VIDUSKURZEME NGO SUPPORT CENTRE

Pilsētas laukums 3

Kuldīga, LV-3100

Telephone/fax: 33-23469 Fax: 33-41498

e-mail: kurzeme@kuldiga.parks.lv

ZEMGALE NGO SUPPORT CENTRE

Lielā iela 18

Jelgava, LV-3001

Telephone/fax: 30-21910

e-mail: znvoc@apollo.lv

ZIEMEĻKURZEME NGO SUPPORT CENTRE

Lielā iela 19/21

Talsi, LV-3200

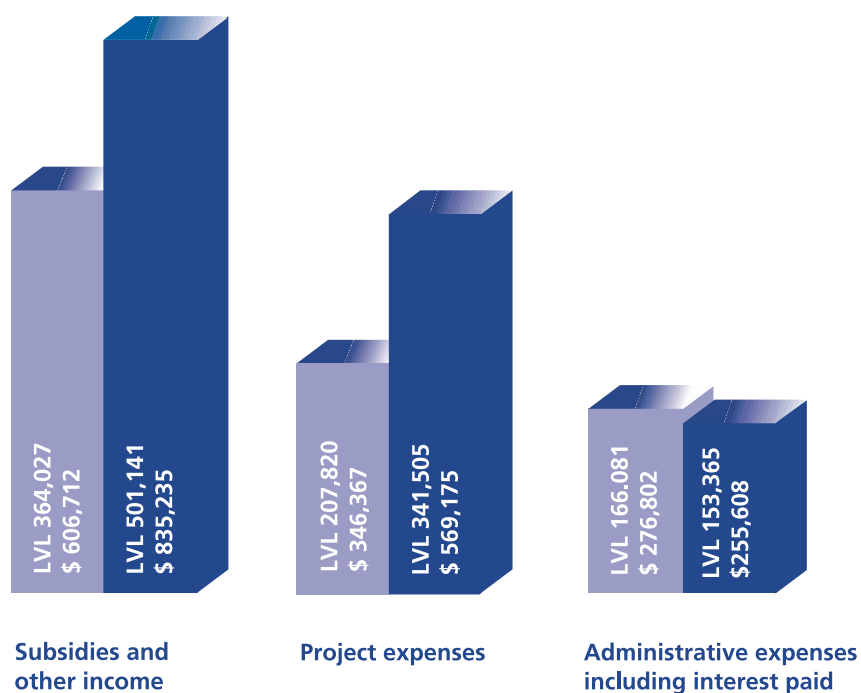
Telephone: 32-81384 Fax: 32-81311

e-mail: zkcentrs@latnet.lv

Budget Analysis

For the year ending 31 December 1999, subsidies received and income from economic activities totalled 501,141 Ls (\$835,235) of which 341,505 Ls (\$569,175) or 68% were utilised for the Centre's projects and programmes during the accounting period. This represents an increase in revenues of 38% and an increase of 64% in expenses related to programme development over the period ending 31 December 1998. During the current accounting period administrative expenses including interest paid declined 8% to 153,365 Ls (\$255,608) over the same period of last year. The excess of revenues over expenses as of 31 December 1999, was 6,271 Ls (\$10,452). These figures do not include the various in-kind donations that were so useful in supporting the work of the Centre.

	1998	1999
Subsidies and other income	LVL 364,027 \$606,712	LVL 501,141 \$835,235
Project expenses	LVL 207,820 \$346,367	LVL 341,505 \$569,175
Administrative expenses including interest paid	LVL 166,081 \$276,802	LVL 153,365 \$255,608



NGO Centre

is a non-profit organisation, whose aim is to promote the development of a democratic and civil society in Latvia. The Centre is a resource and educational institution that supports Latvia's non-government organisations. The activities of the NGO Centre are directed towards the promotion and development of a favourable environment for NGO activities

human rights

are freedoms that are inherent in people and obligations that are placed upon the state including the rights of an individual in relation to the state

philanthropy

is the donation of time or valuables (usually money) for public aims without expectation of compensation or reward

voluntary work

is the opportunity to become involved in an activity without a reward and from it, gain experience, satisfaction, new social contacts and impressions

grant

is a non-repayable cash donation for the implementation of projects important to society

information

provides the knowledge base through which different social partners can enjoy equal opportunities to exist and develop

integration

is the mutual understanding and co-operation of individuals and groups within the scope of a common state, observing loyalty to the Latvian state

participation

is the involvement of the individual in public processes with an opportunity to influence the results of this process and is one of the cornerstones of democracy

civil society

is a citizen based, public, self-organisation system, which is created and functions outside the institutions of state authority, settles issues of public administration by voluntary civil means and effectively controls state authority

education

is the means through which an individual may acquire knowledge and skills, achieve changes in attitudes, further the development of character and participate fully in social, economic and cultural life

NGOs

non - governmental

are public organisations that work on voluntary and non-profit-making principles alongside the state and business sectors

