
Part Two
Administration and Management

Administration and Management

An efficient management structure and administrative support have long been important pillars of CSD's institutional capacity. Having an annual range of diversified projects, both in terms of subject area and activity type, it is indispensable for the Center to maintain a managerial structure ensuring that projects are implemented with the most efficient use of resources. There is a direct link between CSD's external mission as a policy institute and its internal management, which makes it a unique type of institution in Bulgaria's NGO sector.

This linkage became all the more evident, and relevant, in 1999 when the Center became operational Secretariat to three coalition initiatives – *Coalition 2000*, the Judicial Reform Initiative and the Corporate Governance Initiative. This was a recognition both of CSD's reputation as an independent facilitator of reforms, and its institutional capacity to manage large scale projects. Particularly important in this respect was the developed internal program structure of the organization, which allows individual programs – the Economic and Law Programs – to assume and successfully carry out the responsibilities of secretariats to these initiatives, and provide operational support to their activities. Being distinct organizational units, CSD's programs could undertake these tasks with little strain on their human resources.

Having worked under a wide variety of reporting requirements, CSD's administration and accounting departments have accumulated valuable experience. This has made the Center a reliable partner for many international organizations and bilateral donors working in Bulgaria as it has given it the ability to implement large scale projects under the strictest accounting standards. For seven

years now external audits by leading international accounting firms have both developed and streamlined CSD's general and financial management. The experience and knowledge in the field of internal management and external control have translated into long term commitment to enhancing the competence and professionalism of the NGO community in the country and its public standing through various training, advocacy and legislative projects.

One way to achieve an efficient and transparent accounting system is the application of the International Accounting Standards (IAS) by CSD's financial department. As a recognition of this effort, in 1999 the International Accounting Standards Committee, an independent private-sector body of 143 professional accountancy organizations in 104 member countries based in the UK, listed CSD as one of the two Bulgarian institutions applying the IAS. The other institution is the Bulgarian Telecommunications Company. This list is compiled based on information identified by the IASC Secretariat in published annual reports. In order to qualify for the list, the auditors' report of the organization, as well as its summary of accounting policies, or notes must state that the financial statements conform to IAS without qualification. The address of the internet site publishing the list is http://www.iasc.org.uk/frame/cen1_7.htm

The external audit for 1999 was commissioned to KPMG. Their independent opinion and CSD's financial statements follow.

In 1999, CSD employed 52 staff members of which 32 were management and professional, including part-time consultants, and 17 were support personnel.

List of Staff

Governing Board

Ognian Shentov, PhD, President

Vladimir Yordanov, Executive Director

Alexander Stoyanov, Director of Research

Senior Staff

Boyko Todorov, Director, Information Centre
on the Council of Europe, Sofia

Lydia Mileva, Financial Manager

Economic Program

Maria Prohaska, PhD, Coordinator

Dimitar Bachvarov, Senior Fellow

Yordan Markov, Research Fellow

Vassil Hristov, Research Fellow

Todor Yalamov, Research Fellow

Bozhana Stoeva, Program Assistant

Law Program

Maria Yordanova, PhD, Coordinator

Konstantin Tanev, Research Fellow

Angel Kalaidjiev, Senior Fellow

Borislav Belazelkov, Senior Fellow

Silvy Tchernev, Senior Fellow

Stephan Kyutchukov, Senior Fellow

Rositsa Elazar, Fellow

Ralitsa Dimitrova, Assistant

Violeta Kostadinova, Assistant

Dimitar Markov, Assistant

Vitosha Research/Sociological Program

Andrey Nonchev, Coordinator

Margarita Pavlikianova, Senior Analyst

Tihomir Bezlov, Senior Analyst

Martin Kanushev, Senior Analyst

Martin Dimov, Senior Analyst

Atanas Kostadinov, Senior Analyst

Kalina Nedeva, Analyst

Ralitzha Andreeva, Analyst

Ginka Pencheva, Research Assistant

Antoaneta Raikinska, Research Assistant

Kostadinka Andreeva, Head of Data Processing Unit

Bogdana Dermendjieva, Field Manager

Information Centre on the Council of Europe, Sofia

Boyko Todorov, Director

Maria Donkova, Documentalist

Lilly Popivanova, Assistant

European Program

Teodora Noncheva, PhD, Senior Fellow

Ambassador Todor Tchurov, Senior Fellow

Coalition 2000 Secretariat

Emil Tsenkov, PhD, Coordinator

Zhivka Damianova, PhD, Program Manager

Valia Rangelova, Secretary

Ivan Vlahov, Communications Officer

Administration

Mariana Yankova, Administrative Secretary

Joana Staleva, Coordinator, Book Donation

Vladimir Gerassimov, LAN Administrator

Zoya Simova, Accountant

Lazarina Andonova, Cashier/Bookkeeper

Viara Ilieva, Assistant

Iliana Andonova, Assistant

General Assembly

Alexander Stoyanov, Assistant Professor, University of National and World Economy, Sofia, and Director of Research, Center for the Study of Democracy

Andrey Ivanov, PhD, Independent Consultant

Blagovest Georgiev, PhD, Associate Professor, Department of Sociology, Sofia University and Executive Director, Regional Initiatives Fund, Ministry of Labor and the United Nations Development Programme (UNDP)

Evgenii Dainov, PhD, Director, Centre for Social Practices and Chairman of the Board, Open Society Foundation, Sofia

Inko Razpopov, PhD, General Manager, Atlantic Agency

George Prohasky, PhD, Senior Economic Advisor, Council of Ministers and Chairman, Board of Directors, Bulgarian Stock Exchange

Mois Faion, PhD, Business Development Manager, Metromedia International Telecommunications, Stamford

Ognian Shentov, PhD, President, Center for the Study of Democracy

Tihomir Bezlov, Research Fellow, Center for the Study of Democracy

Vladimir Yordanov, Executive Director, Center for the Study of Democracy

International Advisory Board

Arie M. Oostlander, Member of the European Parliament

Franz-Lothar Altman, Director, Suedost-Institut, Munich

Giovanni Sartori, The Albert Schweizer Professor in the Humanities,
Columbia University, New York

James Fishkin, Professor, Darrel K. Royal Regents Chair in Government,
Law and Philosophy, University of Texas at Austin

John Roper, Fellow, Royal Institute for International Affairs, London

Juan Linz, Professor, Department of Political Studies, Yale University

Margot Light, Professor, Department of International Relations at the
London School of Economics and Political Science

Michael Branch, Professor, Director, School of Slavonic and East
European Studies, London

Michael Katz, Dean of Languages and International Studies at
Middlebury College, Vermont, USA

Pasquale Ferraro, Deputy Director, International Development Law
Institute, Rome

Walter Raymond, Jr., Program Director, US Association of Former
Members of Congress

William Meyer, Esq., Hutchinson, Black and Cook; Central and East
European Law Initiative, American Bar Association

Sources of Support and Cooperation

American University in Bulgaria
Assembly of the Western European Union
British Association for Central and Eastern Europe
Center for Democracy and Free Enterprise, Prague
Center for Democracy, Washington, DC
Center for Economic Development (CPHR), Bratislava
Center for International Private Enterprise, Washington, DC
Center for Social & Economic Research (CASE), Warsaw
Central and East European Law Initiative of the American Bar Association
Centre for European Policy Studies (CEPS), Brussels
Constitutional and Legislative Policy Institute, Hungary
Council of Europe
Department for International Development, UK
Dutch Ministry of Foreign Affairs
European Commission
European Parliament
Freedom House
German Marshall Fund of the United States
Hanns Seidel Foundation, Munich
Hellenic Foundation for European and Foreign Policy (ELIAMEP), Athens
Institute for Human Sciences, SOCO Program, Vienna
Interights, London
InterMedia Survey Institute
International Center for Economic Growth, San Francisco
International Center for Not-for-Profit Law, Washington, DC
International Development Law Institute (IDLI), Rome
International Institute for Democracy, Strasbourg
King's College, University of London
Lithuanian Free Market Institute
London School of Economics and Political Science, UK
MacArthur Foundation
Max-Planck-Institute, Hamburg
OECD Development Center
Open Society Institute
Parliamentary Center, Canada
Royal Institute for International Affairs, London
Royaumont Process
Sabre Foundation
School of Slavonic and East European Studies, London
SIGMA
Suedost-Institut, Munich
United Nations Development Programme
United States Agency for International Development
Universidad de Murcia/Santander Group, Spain