

Annual Report

2003

Polish Humanitarian Organisation Foundation



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I. General Information

1. General information about the Foundation

Organisation name:	Polish Humanitarian Organisation Foundation
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Telephone / fax:	(022) 828 90 86, 831 99 38, 828 88 82
E-mail:	pah@pah.org.pl
Website:	www.pah.org.pl
Organisation's bank account:	Bank Przemysłowo-Handlowy PBK SA Warsaw Branch, ul. Nowy Świat 6/12 00-400 Warsaw 56 1060 0076 0000 4011 0000 1906
Governing bodies:	<ul style="list-style-type: none"> • Donors' Council • Board of Directors • Audit Commission
Date of registration, registration file no:	December 20, 1994; District Court for the Capital City of Warsaw, Commercial Court - Division XXI, Commercial Registry no 4443; National Court Register no KRS 0000136833
REGON statistical no:	010849302
Board of Directors:	Chairwoman: Janina Ochojska-Okońska, resident in Cracow at ul. Siemiradzkiego 15 m. 3
	Members:
	<ul style="list-style-type: none"> • Włodzimierz Sarna, resident in Warsaw at ul. Bruzdowa 93 A • Grzegorz Gruca, resident in Warsaw at ul. Czereśniowa 49 • Małgorzata Jasiczek-Gebert, resident in Warsaw at ul. Gałczyńskiego 3 m.2 • Aleksandra Rezunow, resident in Warsaw at ul. Czerwonego Krzyża 6 m. 8

2. The organisation's objectives

The mission of the Polish Humanitarian Organisation Foundation is to make the world a better place through the alleviation of suffering and the propagation of humanitarian values.

The Polish Humanitarian Organisation helps people (communities) afflicted by crisis situations to become independent and to take control of shaping their own future as quickly as possible, fosters humanitarian attitudes, and cultivates a modern aid-giving culture. In all its activities, the Polish Humanitarian Organisation abides by the overarching principle of acting effectively while respecting human dignity.

The Polish Humanitarian Organisation:

- 1) Brings aid to victims of armed conflict, of natural disasters, and of structural poverty;
- 2) Operates the Refugee Aid Centre and the Repatriation Programme;
- 3) Organises activities and campaigns;
- 4) Assists local communities;
- 5) Propagates humanitarian values and tolerance by way of the Humanitarian Education Programme.

3. The Foundation's organisational structure is as follows:

- 1) Immediate Aid Division;
- 2) Foreign Missions Division;
- 3) Permanent Programmes Division;

- 4) Public Relations and Fundraising Division;
- 5) Support Division;
- 6) Regional offices:
 - 90-423 Łódź, ul. Piotrkowska 85, tel 630 34 28; tel/fax 630 34 27;
 - 87-100 Toruń, ul. Wielkie Garbary 2, tel/fax 652 13 74;
 - 31-010 Cracow, Rynek Główny 29, second floor, tel/fax 422 17 71, fax 422 08 19.

4. Financial information

The Polish Humanitarian Organisation does not carry on business activity.

Revenues of the Foundation: 10 070 109.28 PLN

Including:

Cash contributions: 4 420 955.42 PLN

Contributions in kind: 2 691 826.33 PLN

Contributions in the form of services: 495 733.04 PLN

Grants: 2 461 594.49 PLN (returns: 5 760.43 PLN)

Expenses associated with the Foundation's core activities: 11 368 086.60 PLN (including expenditures of 8 199 127.48 PLN and 3 168 958.12 PLN in non-financial costs)

Administrative expenses of the Foundation: 1 427 244.81 PLN

Remunerations

Average annual employment of salaried staff: 37.1 full-time positions – 40 people.

Gross remunerations: 1 468 498.21 PLN (without social insurance contributions paid by employer), including 1 264 265.52 PLN for salaried personnel and 204 232.69 PLN for commission contracts and contracts for completion of specific tasks.

5. Employment roster - positions

I. Polish Humanitarian Organisation Warsaw office

- 1) Foundation Director (Chairwoman of the Board of Directors) – 1
- 2) Secretariat – 2
- 3) Immediate Aid – 1
- 4) PR and Fundraising – 7
- 5) Foreign Missions – 9
- 6) Permanent programmes (Education, Refugee Aid Centre, Repatriation) – 10
- 7) Support (Accountancy and Administration) – 8

II. Polish Humanitarian Organisation Łódź office

- 1) Office Director – 1
- 2) Day care centre, Administration – 5

III. Polish Humanitarian Organisation Toruń office

- 1) Office Director – 1
- 2) Puppet Programme, day care centre, Social Information Office – 7

IV. Polish Humanitarian Organisation Cracow office

- 1) Office Director – 1
- 2) Humanitarian Education – 1

Employees of the Polish Humanitarian Organisation did not receive any financial awards or bonuses in 2003.

Members of the Polish Humanitarian Organisation's Board of Directors do not draw any remuneration in consideration for their work in their respective positions.

6. Bank deposits

BPH PBK: deposit of 290 884.05 PLN

Treasury bonds: 1 490 188.20 PLN

7. Value of shares held

Not applicable.

8. Real property purchased

Not applicable.

9. Purchase of fixed assets with a value in excess of 5 000 PLN

- 1) Purchase of a Toyota vehicle for the Afghanistan mission – 19 272.72 PLN;
- 2) Purchase of a Nissan vehicle – 75 000 PLN (from a gift by Nissan Polska).

10. Assets and liabilities of the Foundation

- 1) Total assets: 6 703 141.07 PLN
- 2) Liabilities: 214 001.41 PLN

11. Information on revenues accruing to the Foundation with respect to paid benefits

Not applicable.

12. Information on tasks commissioned to the Foundation by state and local self-government entities (services, state tasks farmed out, public procurement) and financial results

Donor	applicant	Project	Value (PLN)
Gmina of the City of Toruń	Toruń Office	Social Information Office	3 300.00
Gmina of the City of Toruń	Toruń Office	Social Information Office	1 665.00
Gmina of the City of Toruń	Toruń Office	Aid for Iran	10 000.00
Office of the Senate of the Republic of Poland	East	Training for Lithuanian educators	4 999.70
Voivodship Office, Łódź	Łódź Office	Holiday aid - packages	1 500.00
Voivodship Office, Mazowsze	Refugee Aid Centre	Integration Programme	35 000.00
Voivodship Office, Mazowsze	Refugee Aid Centre	Refugee Home	20 000.00
Voivodship Office, Mazowsze	Refugee Aid Centre	Food coupons	6 000.00
Ministry of National Education and Sports	Warsaw Office	Day care centres / children's camps	5 400.00
Ministry of National Education and Sports	Repatriation	Repatriate training	20 3027.76
MOPS, Łódź	Łódź Office	Community day care centres	34 850.00
RCPS, Łódź	Łódź Office	Community day care centres	2 810.00
RCPS, Łódź	Łódź Office	Day care centres / substance dependency prevention	3 580.00
Municipal Office, Capital City of Warsaw	Refugee Aid Centre	Refugee Day	9 627.01
Municipal Office, Capital City of Warsaw	Humanitarian Education	Training for teachers	3 480.00
Municipal Office, City of Łódź	Łódź Office	Community day care centres	16 200.00
Municipal Office, City of Łódź	Łódź Office	Picnic with the Polish Humanitarian Organisation - a family event	2 000.00
Municipal Office, City of Łódź	Łódź Office	Summer recreation - day camps	3 000.00
Municipal Office, City of Łódź	Łódź Office	Day care centres / sociotherapy	1 100.00
Municipal Office, City of Łódź	Łódź Office	Holiday event	3 100.00
Municipal Office, City of Toruń	Toruń Office	Refugee Days	2 371.94
Municipal Office, City of Toruń	Toruń Office	Picnic with the Polish Humanitarian Organisation - a family event	2 200.00
TOTAL			375 211.41

The amounts given above refer to resources actually used.

13. Information on the Foundation's settlements with the state with respect to tax liabilities and on tax returns filed

- 1) Personal income tax due on remunerations paid out in the month of December - 11 381.22 PLN (as per the tax return). In the course of the fiscal year, the Foundation files PIT-4 returns.
- 2) The Foundation was exempted from the duty to submit monthly returns for purposes of the corporate income tax (CIT-2).

II. Humanitarian Aid

1. Aid to natural disaster victims

1.1. The earthquake in Bam, Iran

The Polish Humanitarian Organisation was involved in the airlift organised by assorted humanitarian organisations which took off from Poland on December 30, 2003, contributing stoves, clothing, hygienic supplies, rescue blankets, bedding, dressings, and vitamins. The goods were received by the Iranian Red Crescent, the organisation co-ordinating their distribution on the ground. An estimated 2 000 earthquake victims benefited from this aid.

2. Aid to armed conflict victims

Permanent aid: The foreign missions of the Polish Humanitarian Organisation

2.1. The mission to Afghanistan

The Polish Humanitarian Organisation's Afghanistan mission has been in operation since June 2002.

Measures taken to date

Reconstruction of the School of Music and Visual Arts in Kabul, the only institution of its sort in all Afghanistan. The gala opening of the refurbished school was held in March 2003, after approximately six months of work. The ceremony was attended by more than 100 people, including officials of the interim Afghan government, diplomats, and representatives of international and local organisations; also in attendance were pupils and teachers from the school, Afghan scouts, and representatives the local media. Following the official portion of the event, the guests toured the facilities and viewed an exhibition of works by the school's pupils.

Music instruction for girls

In response to the dearth of musical education opportunities for young women in Afghanistan, the Polish Humanitarian Organisation held instrument lessons for girls in Kabul. The goal of these lessons lay in equalising educational opportunities and in preparing the participating girls for music school.

Overhaul of the water pump at the Secondary Vocational School of Agriculture in Kabul

The school, with a constant enrolment of 250 pupils, is the only institution in the region offering specialised instruction in various areas of agriculture. The school's facilities suffered damage during the most recent outbreak of war in Afghanistan. Reconstruction of the pump and pipeline system supplying water to the school buildings and to its fields constitutes the first step towards rebuilding of the entire school planned by the Polish Humanitarian Organisation mission.

Transport of humanitarian aid to Afghanistan

Working together with the Polish armed forces, we have been able to transport gifts for several thousand children and adults in Kabul and in Paktia Province and to distribute them among the needy. The gifts included instruments for the School of Music and Visual Arts, clothes, vitamins, school supplies, and shoes.

Construction of a DREAM play facility (Dance, Read, Express, Art, Music)

The Polish Humanitarian Organisation has joined ASCHIANA, a local non-governmental organisation dedicated to working with street children, to commence construction of a play facility which will augment the art and sports activities already offered by ASCHIANA. Apart

from swings, a slide, and a merry-go-round for the youngest children, the facility will boast a stage, an exhibition board, and two courts - for basketball and volleyball.

Sources of finance

UNESCO, the One Zloty for Children in Afghanistan initiative, UNDP-Recovery and Employment Afghanistan Programme, the Embassy of Japan, UNICEF, the Afghan Ministry of Education, the Afghan Ministry of Agriculture, Care International, own funds.

Partners

ASCHIANA, the Afghan Ministry of Planning, the Afghan Ministry of Foreign Affairs, the Polish Army, the Afghan Ministry of Education, UNESCO Kabul, the Embassy of Afghanistan to Poland, Novib, Canada Fund, the Afghan Ministry of Agriculture, Care International.

2.2. The mission to Chechnya

Activities of the Polish Humanitarian Organisation's Chechen mission were commenced in April 2000; the mission was officially registered in October 2000.

What is needed

The water supply and sewage treatment infrastructure of Grozny yet has to be reconstructed; thus, the quality of drinking water remains an issue of utmost urgency for the city's residents. Tests carried out by the Sanepid station in Grozny indicate that 99% of the water fed into the city's piping system falls short of even the most rudimentary epidemiological standards. The municipal sanitation authorities do not dispose of professional equipment, and their financial situation leaves them unable to pay salaries to their workers. As a result, large swaths of the city - falling under the custody of the administration as well as of private owners - are not cleaned at all.

Seeking to address these needs, the Polish Humanitarian Organisation has launched a water programme and a sanitation programme. As part of the former, water is purified at two of Grozny's filter stations and then passed on to distribution points - "water cushions". Under the sanitation programme, the Polish Humanitarian Organisation builds latrines, collects refuse around the city, and builds incinerators for safe disposal of hospital waste.

The water programme

In 2003, the Polish Humanitarian Organisation put 14 tanker trucks on the road, shipping potable water to 179 distribution points. Of these, 49 distribution sites are located at educational institutions, 30 - at hospitals and clinics, and the remainder serve the general populace of Grozny. This network has made it possible to deliver 600 000 litres of clean water every day. We have also handed out 8 500 plastic containers with screw-on tops for carrying and storing water.

The sanitary programme

The year 2003 witnessed the purchase of a second garbage truck. This made it possible to collect an average of 167 m³ of garbage daily from 31 locations around Grozny. The Polish Humanitarian Organisation has also distributed 164 garbage containers, each one with a holding capacity of 0.76 m³, to medical and educational institutions; their contents are shipped out on a regular basis by the garbage trucks. We have also constructed 62 new latrines, making for a total of 101 by the end of the year; the vehicles equipped to empty them have been taking out an average of 10 m³ of liquid waste every day.

We have been involved in the construction of seven medical waste incinerators at five localities. As a result, there are now 14 medical institutions in Grozny equipped with incinerators built by the Polish Humanitarian Organisation and operated by duly trained personnel.

Partners

Local administration of the city of Grozny, administrators of the hospitals and educational institutions covered by the programmes, the sanitary and epidemiological services, Wodokanal, WHO, UNHCR, ICRC, and UNICEF.

Sources of finance

UNICEF, Polish Humanitarian Organisation, WHO, and CCFD.

2.3. The mission to Iraq

The Polish Humanitarian Organisation launched its mission to Iraq in July of 2003.

What is neededEducation

In the early 1980s, Iraq boasted one of the best educational systems in the Arab world. Three armed conflicts and 13 years of sanctions later, the quality of education in Iraq has declined dramatically, to mention only the country's present illiteracy rate of 40%. Schools around the country have been pillaged and ruined; only 30% remain open. Many Iraqi children now receive nothing at all in the way of formal education, and they spend their time out in the street.

The water supply and sanitation systems

One in ten Iraqi children suffers dehydration and requires medical treatment of the resulting health problems. The unavailability of clean drinking water and poor sanitation has caused a three-fold increase of dysentery cases and of assorted gastro-intestinal infections among children. The dire state of the water supply and sewage treatment infrastructures in Iraq is the result of chronic under-investment as well as of military operations.

Objectives

- 1) Providing children with the possibility of receiving school instruction, of developing their skills and talents, and of spending their free time in a constructive manner;
- 2) Extending assistance in the cultivation of civil society through inclusion of the local community members in planning and implementation processes.

Measures taken to date

Already in August of 2003 were we able to organise a daytime summer camp for street children, to equip a playground in Al Hilla, and to embark on the refurbishment and repair of schoolhouses in Babil province. Our mission to Iraq has also distributed gifts received from Polish donors and transported to Iraq by the Polish military. The mission to Iraq then commenced the refurbishment and furnishing of the Youth Centre in Al Hilla, and also the repair of water purification facilities in villages around Babil province. In late December 2003, we commenced the construction of two elementary schools in Wassit province.

Results

- 1) 16 secondary schools in Babil province have reopened (following repair and furnishing);
- 2) Construction of two schools in Wassit province;
- 3) Residents of six villages in Babil province now have access to clean drinking water;
- 4) Children in Al Hilla can now play and develop their talents and skills at the playground and the Youth Centre.

Partners

The Polish Humanitarian Organisation has prepared and executed the various projects mentioned above in collaboration with the local authorities, with local businesses, with local workers, and with the administration of the schools concerned; we also benefited from logistic support extended by the Polish Division in Iraq.

Sources of finance

Government Support Team (GST), Creative Associates Int. (CAI), Development Alternatives Int (DAI), CIMIC MND, PKN Orlen, and own resources.

3. Aid to persons afflicted with structural poverty**3.1. The Puppet Programme (aid to structural poverty victims in Poland)**

The Polish Humanitarian Organisation has been pursuing a food programme for schoolchildren since 1996; in 1998, the programme adopted the Puppet name and the logo of a wooden puppet. In 2002, the initiative was expanded to encompass comprehensive support for children's development and for increase of their educational opportunities, with food aid as one of its elements.

What is needed

Seeing as resources devoted to this objective by the national administration and by local self-government bodies continue to be inadequate, the Polish Humanitarian Organisation has taken it upon itself to provide food for children attending school and in after-school care. While no dependable data is available on this subject, it appears that every elementary school in Poland has at least a few pupils who arrive in the morning without having had breakfast and who have no chance for a warm meal throughout the day.

Objectives

The Puppet Programme has adopted the simple goal of extending food aid to the greatest possible number of needy elementary school pupils in Poland. Those schools which provide children with conditions conducive to their comprehensive development, especially in the intellectual and emotional spheres, will receive preference.

Measures taken to date

Food aid provided by the Polish Humanitarian Organisation can be extended to children suffering difficult circumstances who, for whatever reason, are not eligible for aid from the local welfare channels. Meals are provided exclusively through schools and day care centres, and the Polish Humanitarian Organisation pays primarily for food prepared on location.

Twice a year, a commission composed of Puppet Programme staff is assembled to consider the applications for food aid submitted by schools; the August session of the commission extends school lunch funds for the entire year, and the February session - for the second semester only. A total of 53 schools and day care centres have qualified for food aid in the second semester of the 2002/2003 school year; the financial subsidies for this purpose extended to 2 553 schoolchildren in eight voivodships (districts). In August of 2003, it was decided that free meals for the school year 2003/2004 will be given to 2 515 pupils from 53 different institutions from 13 voivodships.

Following the vetting process, the Polish Humanitarian Organisation executes contracts with the selected schools and day care centres. Actual progress of the food aid programme is then monitored by Polish Humanitarian Organisation staffers and by volunteers; in each school or day care centre visited by them, they verify the disbursements of the earmarked funds and the accountancy practices as well as juxtaposing the descriptions from inbound reports with the situation on the ground. In June 2003, the Puppet workers and volunteers carried out control of the food aid programmes at 32 schools.

Results

The food aid programme has the effect of improving the academic results of the beneficiary children; in some cases, the promise of a free meal actually causes the recipient child to improve her/his attendance record. The participating schools establish co-operation with our Foundation and become more active in caring for their pupils' welfare, an aspect of especial importance in the case of schools from smaller towns. Provision of food aid to children

constitutes the first, fundamental step in improving overall conditions of education; the quality of education, meanwhile, has direct bearing on the children's future lives and career prospects.

Initiatives for the benefit of Puppet

1. In late January and early February of 2003, a sailing fair, European Yachts - Expo XXI, was held, bringing together the largest producers of yachts. Participants in the event could learn the details of Polish Humanitarian Organisation activities and of possibilities for extending food aid to the most needy children as well as contributing to the Puppet Programme;
2. Puppet's Holiday Table. In May and June, the Polish Humanitarian Organisation Volunteer Group in Wrocław organised an initiative supported by nine restaurants in the Wrocław area. Of the event's proceeds, 10% was contributed to the Puppet Programme. A similar event to the benefit of the Puppet Programme was held in December by 63 pubs, restaurants, and hotels in Cracow;
3. The Problem of Children's Malnutrition in Poland. Facts and Challenges, a conference held in Warsaw on April 3-4, 2003; organised together with Danone Polska.

The goals of the conference comprised formulating a uniform definition of malnutrition, appraising the scale of the problem, and exchange of experiences with respect to combating malnutrition in Poland. The conference assembled representatives of the Ministries of the Economy, Labour and Social Policy and of National Education and Sports and other experts whose work concerns malnutrition among Polish children and related topics. The guests included representatives of non-governmental organisations involved in food aid programmes. The year 2003 also witnessed four sessions of the Working Group operating thanks to the support of Danone Polska. Seeing as the provision of meals is but one element of effectively counteracting malnutrition and poverty among children and youth, it was posited that a network of day care centres is established and that pupils from problem families receive the opportunity to continue their schooling through support from the Scholarship Fund.

Sources of finance

- 1) Gifts from Unilever Polska SA, Nestle Polska, Pliva Kraków, Pryzmat Sp. z o.o., NESTA-BIS, Totalizator Sportowy Sp. z o.o., Arkona, the Again advertising agency, BP Polska Sp. z o.o. and partners of the BP customer loyalty scheme: Nova Era, Biofarm Sp. z o.o., BZ WBK SA, IMS Poland Sp. z o.o., and Volkswagen;
- 2) Pay-roll at Nestle, BISE, and Grupa ING;
- 3) The Polish Hunger Site – www.pajacyk.pl and gifts from private individuals.

III. Aid to Refugees and Repatriates

1. The Refugees Aid Centre

1.1. Basic welfare, social and legal advice

During the year 2003, 538 persons from 20 countries benefited from assistance of the Refugees Aid Centre. Most of these aid recipients were refugees from Chechnya, but there were also nationals of Afghanistan, Iraq, Somalia, Sudan, Ethiopia, Cuba, Cameroon, the Democratic Republic of Congo, Sierra Leone, Pakistan, Sri Lanka, India, Turkey, Algeria, Lebanon, and Iran.

Chechen citizens of the Russian Federation	149 people	47%
Citizens of Afghanistan	27 people	5%
Citizens of Ukraine	27 people	5%

Apart from these three nationalities, most persons seeking assistance from the Refugees Aid Centre hailed from Belarus, the Russian Federation, Armenia, Georgia, Sri Lanka, Somalia, Sudan, Cameroon, Ethiopia, Rwanda, the Democratic Republic of Congo, Cameroon, Sierra Leone, Liberia, Pakistan, Bosnia, and from Moldavia.

The Refugees Aid Centre of the Polish Humanitarian Organisation assists displaced persons in finding temporary lodging, in obtaining medical and legal assistance, and in clarifying their social and legal status in Poland.

The Refugees Aid Centre co-operates with the SOS Food Bank, which provided food aid to the Centre in 2003. Food and other in-kind contributions received by the Polish Humanitarian Organisation is distributed among the most needy refugees.

1.2. Integration Programme

Polish language lessons

Polish language instruction is provided to all interested refugees living in Warsaw and its environs. The lessons are led by professional lecturers at two language schools and by volunteer teachers at a day facility for refugees maintained by the Polish Humanitarian Organisation. A total of 66 refugees took part in such lessons in 2003.

Day centre for adults

The day centre provides job market consultations and assistance in searching for work, computer lessons, Polish and English language instruction, a small library, and a reading room. The day centre is in operations since January of 2002; in 2003, 15 volunteers led a number of courses and activities for adult refugees.

1.3. Children's programme

The goal of the programme lies in enabling young refugees to integrate with their Polish peers as quickly and as smoothly as possible. In one element of the programme, four volunteers assisted 12 children in catching up with their studies and with their homework.

Integration day care centre

Every Saturday, a get-together for refugee children and their Polish peers (from community day care centres) is held; during such sessions, lasting up to several hours, the children play together and learn group interaction skills as well as exploring the general Warsaw area. The typical Saturday meeting assembles 20-30 young refugees and 10 local children, aged 4-14. The day care centre benefits from assistance by refugee women and by volunteers - students of psychology, ethnology, and pedagogics.

Integration camps

Camps are organised since 1997. Between July 21 and August 3, 2003, a group of 40 children (including 31 young refugees from Chechnya, Armenia, Somalia, Belarus, Cuba, and Liberia) sojourned in Ostrowite, in the Kaszuby region. They remained under the care of two Polish Humanitarian Organisation workers and 10 volunteers.

1.4. The Refugee Home

Established in June of 1996, it is the only facility of its sort operated by an NGO in Poland. At any one time, the Refugee Home can accommodate up to 25 people seeking refugee status or remaining without a residence of their own after acquiring such status. The Refugee Home is maintained by the refugees themselves, with involvement of the Polish Humanitarian Organisation limited to formulating a framework of house rules and ensuring that they are followed as well as to securing funds. The cost of maintaining one resident of the Refugee Home is more than three times smaller than at similar facilities administered by the Polish government.

1.5. Refugee Day

For nine years running, the Refugees Aid Centre of the Polish Humanitarian Organisation has been joining forces with the UNHCR to organise a large open-air event marking Refugee Day. In 2003, the main event was held on June 15 at the Central Culture Park in Warsaw; it involved an ethnic music concert, an NGO fair, and sale of handicrafts and traditional product from different countries. A highlight of the 2003 festivities was provided by an exhibition of photographs by children from the Polish Humanitarian Organisation's integration day care centre. More than 15 000 Warsaw residents were in attendance.

Local festivities marking Refugee Day were also organised by the Polish Humanitarian Organisation's regional offices in Cracow and in Toruń well as by our volunteer trainers working in Wrocław, Opole, and Suwałki.

Toruń Refugee Days, May 12 – 16, 2003

Honorary auspices over the event were extended by the President of the City of Toruń and by UNHCR. The Toruń Refugee Days included an exhibition of items culled from the UNHCR archives, a reggae concert, workshops, an academic session, and film screenings. More than 1 000 people took part.

Cracow Refugee Days, May 5, 2003

The Institute of Sociology at Jagiellonian University held an academic session entitled Problems of Refugees in the Modern World. A number of films about immigration in Europe and about refugee problems was also shown. The H. Jordan park in Cracow was the venue of a fair featuring a number of musical performances; between shows, the master of ceremonies presented basic information about refugees, about their situation in Poland and in other countries, about their problems and the possibilities for helping them.

Sources of finance

UNHCR, Municipal Office of the City of Warsaw, Midtown District - Warsaw, the SOS Social Aid Foundation, collections, individual contributions, the Communal Office of Toruń, the Higher School of Banking in Toruń.

Co-operation

The Refugees Aid Centre is a member of the European Council for Refugees and Migrants. It is also a participant of the Migration Policy Forum (a network of organisations assembled around the Migration Policy Group in Brussels) and in the working group preparing implementation of EQUAL, a European Union programme.

2. Repatriates Aid Programme

1.1. Support Volunteers

A project underway since 2002, geared at assisting repatriates from the former republics of the Soviet Union in their adaptation to life in Poland and integration with Polish society. The Foundation trains volunteers for work with repatriated families; the volunteers share their knowledge and experience, facilitate the resolution of problems, and assist the repatriates in joining the social and cultural life of Poland.

In 2003, the project was extended to 13 repatriate families with the aid of 12 volunteers. The volunteers assisted the repatriates with errands such as registering at the local clinic and enrolling their children in school, registration at the local labour office, obtainment of retirement benefits, and tax settlements. The volunteers assisted two repatriates in obtaining veteran status, and two more in securing a disability benefit. Five spouses of repatriates were assisted by the volunteers in applying for Polish citizenship, fourteen took up employment, two matriculated at university, a number of repatriates gained admission to further vocational training, and one repatriate with health problems received free round-the-clock medical care. On a lighter note, the volunteers would join the repatriate families on museum and theatre outings and on excursions. Two large integration meetings were also organised for the repatriates. Funds for the project's execution were provided entirely by the Foundation.

1.2. Pilot Polish language course

A pilot Polish course was organised in Warsaw between June 4 and July 31, bringing together 36 repatriates residing in the greater Warsaw area along with members of their families. The objective of the course was comprised in identifying weaknesses in the repatriates' Polish skills and in addressing them during consecutive classes. The course was led by volunteer graduates of the Institute of Russian Studies at Warsaw University; the pilot programme was financed entirely from the Foundation's own resources.

1.3. Polish language course for repatriates commissioned by the Ministry of National Education and Sports – part 1

The objective comprised preparation and organisation of Polish language courses for repatriates and their immediate families arriving in Poland after January 1, 2001 to take up residence in the voivodships of Mazowsze, Lower Silesia, Kujawy and Pomerania, and Łódź. The first part of the course dealt with overcoming the basic language barrier preventing Polish speech and with inculcating rudiments of Polish spelling and syntax. The courses were taught by teachers who engage in Polish language instruction for foreigners on a professional basis.

The courses were simultaneously held over the period of November 15 through December 7, 2003 in Warsaw, Wrocław, Toruń, Bydgoszcz, Włocławek and Łódź. A total of 209 people took part (188 adults plus 21 children). The average age among the course participants was 41; 50% had come to Poland from Kazakhstan, 29% from Ukraine, 10% from Russia, 7% from Belarus, and 4% from Uzbekistan. The average duration of the participating repatriates' Polish sojourn at the time of the course was approximately eight months. Almost 50% of the participants held higher education degrees, 33% had been educated to secondary level, and 3% - to vocational or elementary level; 14% of the course participants were concurrently enrolled at general schools or universities.

Apart from Polish instruction sessions, the programme provided course participants with free-of-charge transportation to the course venue, catering, and - for participants travelling more than 50 km to take part - accommodation. For children, the basic language course was augmented by special art and music sessions and by reading instruction. Upon the conclusion of the first part of the course, each participant received a set of advice literature and dictionaries.

1.4. The Repatriates Aid Programme of the Pomeranian Polish Humanitarian Organisation Office in Toruń

Friendly Returns

This pilot programme has the objective of preparing small local communities for receiving repatriates. The basic elements of the programme include involvement of local residents in preparing the repatriates' welcome, humanitarian education sessions at local schools, and advice for social workers and labour office staff. The Polish Humanitarian Organisation serves in an advisory capacity for communities which offer to accept repatriates, and it assists in the launching of initiatives designed to integrate the repatriates with the local community. The pilot project was executed in the community of Brześć Kujawski.

Polish language instruction for repatriates

August 2003 witnessed the launch of Polish language courses for repatriates in Włocławek and Toruń, two cities of the Kujawy and Pomerania voivodship. The courses attracted 18 repatriates; they comprised 32 hours of instruction provided free-of-charge by volunteer Polish language teachers. Classrooms were provided by the Higher School of Banking in Toruń and by the Municipal Family Aid Centre in Włocławek.

Advisory aid

Repatriates benefited from individual advice at the Social Information Office of the Polish Humanitarian Organisation's Pomeranian unit. Our Pomeranian office also took in one repatriate for an internship at its accountancy and finance department.

Integrational meetings

One method for breaking down stereotypes about repatriates in the Polish collective consciousness is presented in fostering contacts between repatriates and the population at large. Towards this end, we organised, in September of 2003, a Repatriation Picnic at Kaszczorek in the environs of Toruń, inviting repatriates and members of the local community. Two integration meetings were also held in Toruń itself, on August 30 and on September 27; they brought together repatriates from Przysiek, Toruń, and Choceń as well as volunteers and teachers offering instruction to the repatriates (some 20 people in total). The cost of these meetings was covered partly out of funds assembled during the Kaszczorek picnic.

IV. Humanitarian Education

This is a permanent programme of the Polish Humanitarian Organisation, in operation since 1993. Its basic objective is to foster humanitarian attitudes among children and young people. Most sessions organised under the Humanitarian Programme are led by volunteer instructors trained by the Polish Humanitarian Organisation and by teachers who had undergone special preparation for the programme.

1. The Polish Humanitarian Organisation network of volunteer trainers

As of 1999, the Polish Humanitarian Organisation operates a nation-wide network of volunteer trainers who lead sessions for schoolchildren on subjects of relevance to our activities. The most frequent subject areas discussed at such sessions during the year 2003 were as follows :

- 1) Refugees;
- 2) Racism - An Everyday Problem;
- 3) Humanitarian Aid for Afghanistan;
- 4) Human Rights;
- 5) Human Dignity - Banal or Basic;
- 6) The Volunteer - A Latter-Day Hero.

In the course of 2003, the volunteer trainers led a total of 248 workshop sessions at schools and other educational institutions. Apart from classroom sessions, the results of their work also included educational projects and charity events and undertakings. The trainers have the possibility of obtaining successive certifications (levels I through IV) attesting to development of their skills and qualifying them to lead projects of increasing complexity.

1.2. Instruction for volunteer trainers

In November of 2003, Złoty Potok (by Częstochowa) became the venue of what was our fifth training event for volunteer trainers. The fifteen trainers who travelled from all around Poland to attend this event learned, among other topics, about activation methods which encourage students to think independently and to formulate their own conclusions. Those volunteer trainers just beginning their work with the Polish Humanitarian Organisation also learned about the drawing up of lesson plans dealing with tolerance, human rights, counteraction of racism, refugee problems, and humanitarian aid.

2. Training for teachers

Throughout the year 2003, we continued offering instruction to teachers interested in exploring humanitarian issues with their classes. The Polish Humanitarian Organisation held 11 workshops around the country; the 294 teachers who took part prepared themselves for leading classes in reference to the *Humanitarianism* text published by the Polish Humanitarian Organisation.

3. Training for volunteer methodologists for humanitarian education

The objectives of this project comprised recruitment and training of teachers-methodologists who will contribute, on a volunteer basis, to the formulation of methodologies for humanitarian education. Eventually, the methodologists will help to draw up lesson plans as well as leading workshops for teachers. In October of 2003, a training event was held for 10 people who will eventually serve as methodological advisors to the Humanitarian Education Programme.

4. *Pomagamy* – A modern periodical for volunteers

Pomagamy ("We're helping"), a periodical put out by the Polish Humanitarian Organisation, is addressed to volunteers and to all people who take interest in humanitarian issues. The magazine encourages activities to help the less fortunate and informs about specific needs

and the avenues open for addressing them. *Pomagamy* is one of the few periodical publications in Poland to report on a regular basis, and in detail, on the situation in developing countries and on the activities of international organisations. The editorial staff of *Pomagamy* is composed mostly of volunteers.

In 2003, *Pomagamy* was available as an on-line publication only. During this time, its "in brief" section, offering short reports and facts, underwent considerable development; in the course of the year, 224 such items were posted to the *Pomagamy* website. The website was expanded to include a discussion list, enabling visitors to the site to comment upon the articles. The *Pomagamy* website noted a three-fold multiplication of visits in the course of the year (the number of hits for November 2003 was in excess of 8 400). *Pomagamy* items were regularly reposted on other Polish websites, and the number of links referring users to www.pomagamy.pl has increased.

5. The Never Again conference

Over November 19 through 25, 2003, Cracow hosted the Never Again conference, co-organised for the Polish side by the Never Again Association and by the Polish Humanitarian Organisation. The conference attracted 80 participants from non-governmental organisations concerned with combating racism and dealing with human rights and minority issues; 40 European countries were represented.

The Cracow conference was organised under the auspices of the United for Intercultural Action anti-racist network, which incorporates more than 550 organisations all over Europe. The involvement of the Polish Humanitarian Organisation as a co-organiser of the conference marked another step of its collaboration with United for Intercultural Action, which was commenced in 1996.

6. Development education

The Polish Humanitarian Organisation considers development education to be a logical continuation and extrapolation of its humanitarian education work pursued since 1993. Accordingly, all educational projects carried on by the Polish Humanitarian Organisation incorporate a development education element.

As a direct consequence of our commitment to development education, we have embarked on co-operation with organisations pursuing development education in the European Union. A representative of the Polish Humanitarian Organisation participates in the information working group of DEEEP (the Development Education Exchange in Europe Project). DEEEP is being implemented in close co-operation with Concord, a European platform of development organisations, and with the Trialog project. Among its other activities, this group publishes the Development Education Times, a bulletin covering development education around Europe.

In the course of the Development Education Forum meeting held in Dublin in November 2003, the co-ordinator of the Polish Humanitarian Organisation's humanitarian education project was chosen - as the first representative of the new EU member states - for membership in that body's steering group. This will make it easier to draw on the long years of experience disposed of by the Western organisations in pursuing development education work in Poland.

7. Solidary Europe

The goal of the Solidary Europe project is to spread awareness in Polish society that feelings of humanitarian responsibility and concern with the problems of developing countries are an integral part of the European identity. In its pursuit of this objective, the Polish Humanitarian Organisation co-operates with other NGOs and with educational institutions.

The project's time line runs from November 15, 2003 to September 14, 2004. The project envisages the production of educational publications, of a printed version of the *Pomagamy*

magazine, seminars, and the preparation of a CD-ROM with films documenting the involvement of societies around the European Union in humanitarian and development issues. A dedicated website for the programme has also been created.

The Solidary Europe project benefits from financial support by the EU. Views and opinions expressed in the programme materials and in the context of the seminars do not reflect official EU policy.

8. The One Zloty for Children in Afghanistan initiative

This was the second edition of a programme launched in the 2001-2002 school year for the benefit of educational institutions; funds collected under this initiative had enabled reconstruction of the School of Music and Visual Arts in Kabul.

In its 2003 incarnation, the initiative was active between February 17 and June 1, reaching schools all around Poland. The idea was to encourage students to organise collections and to create artworks under the motto "My inspiration by the culture of Afghanistan"; teachers, meanwhile, were asked to lead a lesson under the subject "We're helping to reconstruct Afghanistan and its culture" in reference to a lesson scenario provided by the Polish Humanitarian Organisation. A One Zloty for Children in Afghanistan website was established. The initiative's culmination was provided by a concert held in Cracow on June 1, 2003 to which children and teachers from 12 of the participating schools were invited.

Throughout this year's edition of One Zloty for Children in Afghanistan, the Polish Humanitarian Organisation emphasised the educational aspect of the initiative. Given that most of the schools involved held lessons about reconstruction in Afghanistan, most of the pupils contributing their symbolic 1.00 PLN towards aid for the Kabul school did so with full awareness. A total of 412 schools participated in One Zloty for Children in Afghanistan; of these, 154 have declared their interest in permanent inclusion of the Humanitarian Education programme in their curricula.

Many interesting works were submitted for the "My inspiration by the culture of Afghanistan" competition; one of them was chosen for the poster announcing the Cracow concert and for invitations to the event.

Objectives

The immediate objective of One Zloty for Children in Afghanistan comprised aid to the children in Kabul, specifically the provision of instruments and of art supplies to the reconstructed school. A wider goal of the initiative comprised familiarising Polish children with the culture and civilisation of Afghanistan and making them aware of the fact that they need not remain passive or indifferent with respect to problems in other countries, that the potential for constructive action is always there. An added benefit of the initiative lay in teaching the pupils about the practical aspects of organising a collection.

Sponsors

The One Zloty for Children in Afghanistan event was sponsored by the American Embassy and by PKO BP SA.

8. Humanitarian Education Partners and Sponsors

UNHCR, the J&S Pro Bono Poloniae Foundation, the Education Office of the Capital City of Warsaw, United for Intercultural Action, the Sign of Penitence Action, and TRIALOG.

9. Volunteers

Most activities comprised in the Humanitarian Education Programme are attended to by volunteers. During 2003, the programme had a regular staff numbering approximately 100 volunteers, and another several dozen people contributed volunteer work on an ad hoc basis.

V. Polish Humanitarian Organisation Actions

1. Hope Action

A regular Polish Humanitarian Organisation initiative devised to provide children from poor families with school supplies.

Hope Action in Cracow

Schools in the Bieszczady mountain district received 25 200 pencils obtained by the Polish Humanitarian Organisation as a gift.

Hope Action in Toruń

On August 29 and 30, 2003, four stores in Toruń held collections of school supplies. Across a two-week period, the Pomeranian office of the Polish Humanitarian Organisation accepted cash as well as in-kind contributions from private individuals and from businesses.

2. Aid for schools in the Solechnitsk district of Lithuania

This programme, in operation since March of 1997, has the goal of providing food aid and school supplies for the poorest region of Lithuania, home to a population of ethnic Poles. Apart from the short-term objective of extending assistance to the needy, the objective of the programme lay in fostering civic activities in the local community.

Aid transport for Lithuanian schools

In July of 2003, the Foundation dispatched to Lithuania a transport of gifts for 32 schools in the Solechnitsk region. These included more than 10 000 books, cassettes, and discs, 1 900 school notebooks, more than 1 100 school bags, 1 000 atlases, some 100 maps as well as hygienic supplies.

Training for the education community of Solechnitsk

In 2003, the Polish Humanitarian Organisation discontinued the provision of meals in Lithuanian schools. A new element of the programme, meanwhile, was comprised in training for the founders of Good Beginning, a local NGO; the objective was to pass on Polish Humanitarian Organisation best practices in operation of a modern NGO to the Polish-speaking education community.

The training event was held in Warsaw over the days of October 7 through 11, 2003. The topics addressed included organisation management, securing operating funds and finance management, image building, volunteer work, use of state-of-the-art information facilities; specific Polish Humanitarian Organisation projects, namely Humanitarian Education and Puppet, were taken up as case studies. The training participants also visited three private schools in Warsaw with community service successes to their credit and met with representatives of other NGOs. The training event was financed by the Office of the Senate of the Republic of Poland.

3. GLeN - Volunteer work in the South

GLeN (Global Learning Network) is an international project for recruitment of European volunteers for work in developing countries. GLeN's objective is to increase awareness of the problems faced by these countries and to assist local NGOs with their own development projects.

The programme was launched in September of 2003 with the signing of a letter of intent concerning the organisation of volunteer internships with the German organisation Inwent. Still in September, we selected with our German partners five education and development programmes, two in Tanzania and one each in Ghana, Uganda, and India. A pair of

volunteers, one from Poland and one from Germany, will be assigned to each of these programmes. In December of 2003, five volunteers were selected; they will travel for a three-month stint in the recipient countries beginning in July of 2004. Each of the five has undertaken that, upon their return to Poland, they will devote at least a year to tasks assigned by the Humanitarian Education programme or by the Foreign Missions Division. The next edition of the programme is planned for September 2004, at which time projects for execution in the summer of 2005 will be chosen.

Programme objectives

The long-term objective comprises utilising the knowledge about problems afflicting developing countries gained by the project participants during execution of the Humanitarian Education Programme and in the Foreign Missions Division of the Polish Humanitarian Organisation in the eventual creation of a development mission, which is presently being considered.

Sources of finance

The undertaking is co-financed by the ASA programme of the Inwent organisation and by the Trialog project for co-operation among NGOs from the European Union, accession countries, and from the South with respect to development. The participants receive insurance, per diems, funds for additional costs (commuting to the training events, visa fees, inoculations) and reimbursement of expenses.

Partners

Inwent and its ASA programme, Germany; Karat, Poland; Inex-SDA, Czech Republic; Erko, Slovakia; Environmental Information Centre, Lithuania; the Strategy NGO, Latvia; Green Liberty, Latvia; Estonian Refugee Council, Estonia; Eesti Roheline Liikumine, Estonia; TRIALOG NDGOs in the enlarged EU, Austria.

VI. Local Aid

1. Local aid by the Toruń office of the Polish Humanitarian Organisation

1.1. Umilisko u Kaszczorka, community and integration day care centre in Toruń

The day care centre has been in operation for three years. It retains two trained educators, five teachers, and eleven volunteers to care for 50 children.

The day care centre operates with the objective of fostering humanitarian attitudes and of providing children with safe, attractive activities for their after-school hours. Children attending the centre receive assistance with their studies and with resolving any problems which they may have; the day care centre staff works to stimulate their interests and their curiosity about the world. The centre also attends to the more quotidian needs of the children, providing them with a daily meal and with in-kind assistance (clothes, school supplies). Humanitarian education accounts for a very important aspect of Umilisko's activities; we try to instil in the children social sensitivity and a receptiveness to the needs of others.

During the school year, the day care centre was open for four hours, Monday through Friday, offering regular instruction in humanitarian education, language, information technology, sports, re-education, art and manual skills, ecology, and theatre as well as an Imagination School and a Traveller's Club.

Sources of finance

The Let's Help the Children Foundation, the Toruń SA power plant, PZU Życie SA - Toruń branch, Provimi Polska, and private individuals.

1.2. The Polish Humanitarian Organisation scholarship fund

In November 2003, the Pomeranian office of the Polish Humanitarian Organisation embarked on a new scholarship fund initiative within the framework of the Puppet Programme.

The goal of the Scholarship Fund is to enable secondary school students from destitute backgrounds to continue their studies. The high level of unemployment in Poland has particularly dire effects for children and youth, leaving them with no possibility of continuing in formal education - when it is education which provides one of the few avenues for escaping poverty. Accordingly, we have decided to reach out with a scholarship programme to young people displaying academic promise which they can't fulfil because of financial difficulties.

Scholarships from the Fund may be sought by secondary school students and graduates residing within the city and county of Toruń and meeting eligibility criteria set forth by the Foundation Board.

In awarding scholarships, we take into account the family and financial situation of the applicant, her/his skills, and her/his record of community service. The Polish Humanitarian Organisation executes contracts with successful applicants (or with their parents or guardians, in the case of minors); these provide the basis for monthly disbursements of a specified amount as well as obligating the recipient to document her/his use of the funds.

During the year 2003, scholarships were extended to 20 people; another 22 students were referred for free-of-charge language courses. On November 5, 2003, the Higher School of Banking in Toruń hosted a ceremony during which the first scholarship contracts were signed and the first disbursements were paid out.

Sources of finance

Toruń S.A. power plant, Apostolato Della Preghiera Group of the Immacolata Church in Rome, the Let's Help the Children Foundation, the Stefan Batory Foundation, Nesta Bis, TORA – Joanna Różańska, lottery revenue, bequests from private individuals.

1.3. The Social Information Office

Residents of areas afflicted by structural poverty often feel intimidated when interacting with the municipal office, the courts, or with similar institutions, and they are not aware of their legal situation and their rights. They oftentimes assume a passive attitude in the face of complications. The Social Information Office operates with the objective of furnishing such individuals with knowledge which will enable them to competently address such problems on their own; towards this end, it organises training events and operates an advice clinic in Toruń.

Training

In October of 2003, staff of the Polish Humanitarian Organisation's Toruń office took part in a training event for salaried personnel and volunteers working in assorted social aid institutions around Western Pomerania. The Foundation workers led two three-hour workshops entitled Aid, Care and Support and Humanitarianism.

Advice for individuals

We offered basic legal information as well as psychological and pedagogic counselling. A total of 756 people approached the Social Information Office for assistance, some of them on several occasions.

The Social Aid Office operates thanks to 12 volunteer consultants, each one of them with considerable professional experience to her/his credit.

Sources of finance

City of Toruń, the Stefan Batory Foundation.

1.4. The Polish Humanitarian Organisation's Friends' Picnic

The Friends' Picnic is an annual event, traditionally held every spring. Its main objective is to promote our Foundation's activities and to encourage the citizens of Toruń to take an active hand in them. A prize lottery is held during every Picnic; thus, the event also has a fund-raising aspect.

In its 2003 edition, the Friends' Picnic was held on May 11 in Kaszczorek. It featured a number of musical performances, also by a military marching band, and many competitions for young and old alike.

1.5. Lotteries

In 2003, two raffles were held: Bunny for the Children of Toruń - an Easter lottery and Holidays for the Children - a December lottery; the proceeds were contributed, respectively, to the community and integration day care centre and to the Scholarship Fund.

1.6. Happy Vacation

Over the period of July 16 to 25, we organised a summer camp for children from community day care centres in the greater Toruń area, for Russian children from the Kaliningrad district, and for repatriate children. The objective was to enable children from poor families to pursue active recreation during a part of their school holidays.

For the fourth time, the summer camp was held in Gołdap. The 100 children taking part went on hikes and excursions, attended dances, and competed in sports events; they were cared for by a qualified staff of 10 people. For some of the activities, they were joined by 30 children from Gołdap.

The summer camp was organised in co-operation with the Association for Development and Support of Amateur Art Movements, thanks to whose involvement we were able to offer interesting dance activities and successful integration events.

2. Local aid by the Cracow office of the Polish Humanitarian Organisation

2.1. Humanitarian Education

In 2003, the Humanitarian Education workshops were led by 14 people - five fully fledged trainers and nine interns. Between them, they held a total of 76 educational workshops, organised a meeting with Janina Ochojska at Elementary School No 114 in Cracow, and participated in a conference on tolerance organised by the Decius Villa Association in Cracow.

2.2. In-kind assistance

The Cracow office of the Polish Humanitarian Organisation extended in-kind assistance to a total of 33 institutions in 2003, mostly social aid centres and orphanages.

3. Local aid by the Łódź office of the Polish Humanitarian Organisation

3.1. Community and therapeutic day-care centre in Łódź

The centre provided care for 107 children (aged 7 through 16) from dysfunctional families. The day care centre was staffed by a trained educator and by two professional psychologists, who were assisted by a group of volunteers - education science, psychology, and sociology students. Apart from counselling, the centre also provided material assistance to its charges and to their families.

The day care centre organised computer lessons, language instruction (English and German), film studies, humanitarian education sessions, and sports activities. The children were taken on regular excursions to cinemas, theatres, and museums; during school holidays, the centre organised a day camp and excursions outside the city.

3.2. In-kind aid for associations and organisations in the Łódź region

For years, the Łódź office of the Polish Humanitarian Organisation has been extending support to associations and institutions around the region. The value of assistance proffered in 2003 was in excess of 280 000 PLN.

3.3. Picnic with the Polish Humanitarian Organisation

This is an annual family event co-organised with the Association of Friends of the Polish Humanitarian Organisation. This year's edition, held on May 25, drew approximately 2 000 guests, who enjoyed a varied artistic programme, competitions for children, and a prize lottery. The young people of Łódź were regaled with a warm meal and with sweets. Generous financial and in-kind assistance from many businesses in the Łódź region and the hard work of volunteers made it possible to prepare this large event in keeping with professional standards.

Principal sponsors of the Łódź picnic

Ergo Hestia SA - Łódź representative office, Zespół Elektrociepłowni S.A. w Łodzi, Polhun Koruszki, Municipal Office of the City of Łódź, Trade Stomil Sp. z o.o., Zakład Włókien Farbolux.

VII. Volunteer work

In realising its various initiatives during the year 2003, the Polish Humanitarian Organisation co-operated with 150 volunteers. Our volunteers perform a wide array of tasks, from collection work and minor administrative duties to independent programme administration and management of the Foundation (all members of the Foundation Board work in that capacity as volunteers, and two of them are permanent volunteers who do not provide any paid work for the Foundation at all).

The typical volunteer is a student or a retiree. Some of the volunteers contributing their labour to the Polish Humanitarian Organisation, however, are highly qualified workers who lend us a helping hand on an "after hours" basis - computer graphics technicians, programmers, and information technology experts, translators, public relations specialists, or people pursuing volunteer projects at their workplaces.

There are Local Polish Humanitarian Organisation Volunteer Groups operating in three cities - Poznań, Opole, and Wrocław. They join in the initiatives pursued by the Foundation on a national scale, organising collections for the Puppet Programme, engaging in humanitarian education, organising events to mark Refugee Day, and generally promoting the Polish Humanitarian Organisation in their localities.

VIII. Public Relations and Fundraising

1. Polish Humanitarian Organisation campaigns

The "Our Goals in Iraq" campaign

In August and September 2003, the Polish Humanitarian Organisation organised a campaign entitled "Our Goals in Iraq are Different". The objective was to familiarise the Polish public with the purpose of our activities in Iraq and to encourage its members to offer their support. The campaign, which comprised press advertisements and a television spot, was prepared by the Leo Burnett advertising agency.

The www.pajacyk.pl campaign

The summer of 2003 saw a stepping up of activities geared at promoting the website of our Puppet Programme; advertisements for the site were published in several dozen titles. The campaign was co-ordinated by the Zenith Media organisation.

Campaigns to the benefit of the Polish Humanitarian Organisation

The Polish Humanitarian Organisation was also name-checked as the beneficiary of a number of advertising campaigns conducted by other entities, always in reference to the Puppet Programme devoted to food aid for children. The largest of these included the "Share a Meal" campaign by Danone and the campaign by Maspex, producer of the Kubuś-brand fruit juice for children.

2. Other PR activities

- 1) The exhibition entitled "Someone Will Come Through for Them", documenting successes achieved by the Polish Humanitarian Organisation in its ten years of operation, was shown at two venues - in Cracow (June) and at the General Consulate of the Polish Republic in New York City (September);
- 2) In March of 2003, Janina Ochojska spent two weeks travelling around the United States, promoting the Foundation and its activities - mostly before Polish American audiences. The collections accompanying her appearances brought in almost \$ 20 000;
- 3) A new cyclical event, St Nicholas' Day for Benefactors, was launched with the idea of holding an annual get-together for partners and benefactors of the Foundation. Some 200 people were invited to the first gathering, held on December 4, 2003;
- 4) 2003 was the third year in which the Foundation published its official calendar for distribution to individuals and entities associated with the Polish Humanitarian Organisation and its work. The calendar was sponsored by Polfa Kutno.

3. The Polish Humanitarian Organisation as partner to other organisations

With a view to increasing our own effectiveness and to achieving synergy in action, the Foundation has been developing its co-operation with other entities. The Polish Humanitarian Organisation became a signatory of the Declaration of Joint Efforts for Dignified Life drafted at the initiative of the Food - Gift From the Heart Foundation and of the agreement concerning co-operation in the preparation and co-ordination of humanitarian aid undertakings.

Our Foundation organised an exhibition entitled "America, Afghanistan... Human Stories", an accompanying event to the September 11 in Memoriam concert held to honour the victims of the terror attack against the United States.

The Institute for Media Monitoring has organised a competition addressed to public relations and social communications students (running until March 2004), who are to devise a public relations strategy for one of two Polish Humanitarian Organisation programmes - Repatriation or Humanitarian Education.

4. The Polish Humanitarian Organisation in the Media

Press conferences

In the course of the year, the Polish Humanitarian Organisation has held a total of eight press conferences - two dealing with the Iraq mission, two about the Puppet Programme, and press conferences devoted to the We're Helping With English project, the "Someone Will Come Through For Them" exhibit in Cracow, Refugee Day, and the September 11 in Memoriam concert. We were also involved in four further press conferences in the capacity of co-organiser.

Press releases

We put out a total of 28 communiqués - 12 about activities of our mission to Iraq, three about the contract executed with the ECHO fund, two in reference to the September 11 in Memoriam concert, two about aid to Iran, and 14 dealing with an assortment of other projects, events, or initiatives.

Media monitoring

Thanks to our co-operation with the Institute for Media Monitoring, the Polish Humanitarian Organisation now has the benefit (since May 2003) of on-line access to press clippings and to recordings of radio and television items about the Foundation and its activities. Over the eight months monitored, the Polish Humanitarian Organisation, Janina Ochojska, or the Puppet Programme were the object of 809 references in the press, 93 references on the radio, and 204 references on television.

Public opinion surveys

The GfK Polonia Opinion Survey Institute has held a number of free-of-charge studies commissioned by the Foundation. A survey from September 2003 centring on the Puppet Programme has indicated that 76% of adult Poles are familiar with the Puppet initiative and that 22% of those familiar with the Puppet Programme have contributed at least once. On two occasions, in June and in October of 2003, the pollsters explored Polish attitudes towards the extension of aid to the people of Iraq; the results of these surveys were utilised in the planning and evaluation of the "Our goals in Iraq" PR campaign.

5. The Polish Humanitarian Organisation's internet platforms

The www.pah.org.pl site launched in September of 2002 has been developing as expected, reflecting the Foundation's activities and current developments. The site map was expanded to include sub-sections dedicated to the mission to Iraq, the Puppet Programme, and to Volunteer Work in the South. Irrespective of the above, the main Polish Humanitarian Organisation home page carried approximately 200 current news items in the course of the year. As of late 2003, visits to our site averaged 1 500 per day (1 200 on weekends); extraordinary events (such as the earthquake in Iran and the Foundation's announcement that it is joining in the aid effort) as well as the posting of a Polish Humanitarian Organisation link on a major Polish internet portal are capable of boosting daily hits close to the 2 000 mark.

The immensely popular Polish Hunger Site, www.pajacyk.pl, has been averaging 30 000 visitors a day, making it possible to finance almost 200 000 meals from this source alone (in exchange for the posting of a banner on the site, companies pledge 0.05 PLN for every hit). The fact that the Puppet logo is widely recognisable, and readily associated with the food aid programme for children, has also made it possible to solicit donors from amongst companies who want to be associated with Puppet in the public mind.

6. Summary of collections and Ministry of the Interior and Administration permits

Through until April 30, 2003, a general collection towards all the Foundation's activities was in progress (decision no 85/2002). We have also held three collections towards the Puppet Programme (decisions nos 87/2003, 119/2003 and 136/2003) and one collection for our Iraqi aid effort (decision no 33/2003).

7. Structural funds

In October of 2003, the Polish Humanitarian Organisation executed a framework agreement with ECHO, the European Commission's humanitarian aid office. Our Foundation was the only Polish NGO invited to co-operate with ECHO; thanks to this relationship, we will be able to finance humanitarian operations pursued beyond the European Union.

Acting in accordance with the best practices of Western foundations, the Polish Humanitarian Organisation has decided to establish an endowment so as to ensure sustained stability of our Foundation and to provide for the major current costs of our operations. In 2003, the Foundation joined a competition for the establishment of endowments for non-governmental organisations held within the Third Sector Programme financed by the Stefan Batory Foundation and the Trust for Civil Society. In order to be eligible for a grant towards its endowment, the Polish Humanitarian Organisation had to guarantee its own contribution. The campaign carried out by the Polish Humanitarian Organisation raised US \$ 100 000 from the Ford Foundation as well as 50 000 PLN from Bank Przemysłowo-Handlowy PBK SA (now Bank BPH). In February of 2004, the Board of the Stefan Batory Foundation resolved to extend to the Polish Humanitarian Organisation a grant of 1 200 000 PLN.

In July, the Ford Foundation extended to the Polish Humanitarian Organisation an institutional grant in the amount of US \$ 370 000. Apart from resources earmarked for our endowment, this grant comprises US \$ 120 000 of institutional support and an Immediate Aid Fund of US \$ 150 000; should the Polish Humanitarian Organisation commit itself to an aid effort benefiting victims of natural disasters or of armed conflicts, it can draw up to 10% of the Fund balance for this purpose.

Prof Zbigniew Brzeziński has nominated the Polish Humanitarian Organisation for the 2004 Konrad N. Hilton Humanitarian Prize.

8. Awards and distinctions

Legion of Honour for Janina Ochojska

The Order of the Legion of Honour was instituted in 1802 by Napoleon Bonaparte; it is a distinction bestowed on members of the armed forces as well as civilians. The motto of the order is *Honneur et Patrie* - "Honour and Homeland". As he presented this distinction to Janina Ochojska at a ceremony held on October 4, 2003, the Ambassador of the French Republic spoke about her notable achievements as well as pointing out her ties to France, a country where her commitment to humanitarian and charitable work originated.

Diploma of the Minister of Foreign Affairs of the Republic of Poland for Janina Ochojska

A diploma awarded in recognition of outstanding achievements in promoting Poland on the international stage in 2002. As a recipient of this distinction, the founder and head of the Polish Humanitarian Organisation was joined by, among others, Krystian Lupa, Wojciech Kilar, Adam Małysz, the Festival of Jewish Culture in Cracow, and by a team of Polish students who had won a world championship event in group programming.