

## Administration and Management

Sound management is key to CSD's excellence in achieving its mission and delivering on its goals in research and program development. During the last 16 years, the Center has been working with a wide variety of partners and donors, public and private, bilateral and multilateral. As a result of the interaction with such a broad range of general and financial management, the CSD's internal managerial and control systems have met the best international standards. Membership in the European Union will increase the disbursement of public funds in Bulgaria and will thus require enhanced transparency and accountability of both government and private sector. With its long experience in making these its leading principles, CSD is well positioned to contribute to the public scrutiny of the use of EU assistance.

CSD capacity in this field has been built through a number of channels:

- publishing independent, annual audit reports (since 1992; CSD's financial statements and KPMG audit report for 2005 follow);
- performing audits of individual projects (since 1992);
- publishing annual reports (since 1994);
- uploading detailed information on CSD's activities on its web-site;
- releasing information on projects and activities in the mass-media;
- publishing a range of print materials;
- strengthening of the consulting arms of CSD – Vitosha Research and Project One.

CSD is registered as a public benefit organization with the Central Registry of NGOs at the Ministry of Justice. Public benefit organizations are obliged by law to a number of additional reporting rules and undergo stricter financial and administrative scrutiny.

In 2005, CSD continued its long-standing commitment to review and update its internal system of rules and regulations, which it applies in administrative and financial management, recruitment, accounting, etc., taking into account new legislative changes in the NGO sector and most recent international experience. The Center has established a number of internal formal and informal staff meeting opportunities to ensure continuous learning and feedback mechanisms.

In 2005, CSD employed 43 staff of which 36 were professional and management, including part-time consultants, and 7 were administrative personnel. The Center also works with a significant number of external contributors. CSD has been developing and implementing complex projects, which involve participants from the Center and outside experts and partners from the public and private sectors and the NGO community. CSD has been able to continuously streamline its activities and get the most from its donors' funds through a balanced leverage between in-house resources and outside expertise.