

## Institutional Development

The Applied Research and Communications Fund is registered in the Central Register of NGOs of the Ministry of Justice as a public-benefit non-governmental organization. Legal not-for-profit entities for the public benefit are subject to stricter control on behalf of the government and have additional obligations to submit annual reports on their activity before the Central Register by May 31 every year. They are also subject to independent audit under the procedure of the Accountancy Act.

In 2006, ARC Fund registered ARC Consulting – a consulting company, 100% owned by ARC Fund, which aims to better leverage the organization's expertise on the market and to keep commercial and non-profit activities financially separate. ARC Consulting provides consultancy services in the field of innovation and ICT in the European Union, as well as in the preparation and implementation of national and international projects under the EU Framework Programs and the Cohesion and Structural funds. ARC Fund and ARC Consulting form the ARC Fund Group.

In 2010, the staff of ARC Fund Group consisted of 41 people. Thirty five of them hold expert or management positions, including part-time consultants, and six of them perform administrative and support functions. The personnel of ARC Fund Group is a mixture of young, well-educated and highly motivated people and seasoned experts, renowned for their professionalism and achievements in their respective field of activity.

ARC Fund Group is managed in accordance with the principles of good gover-

nance, accountability and transparency. The application of these principles is expressed in the:

- Execution of an annual audit.
- Individual project audits.
- Publication of annual reports in Bulgarian and English, which are publicly available in the Central Register of NGOs, and on ARC Fund's web site at [www.arcfund.net](http://www.arcfund.net).
- Regular uploading of information regarding projects and organized events on the website of ARC Fund in order to inform the public about its activity.
- Collaboration with the media to promote implemented projects and achieved results.

ARC Fund is divided into several programs reflecting the key subject areas of its activity. Each program designs and implements specific projects. Since its inception in 1991, ARC Fund has completed over 160 projects with the support of various programs of the European Commission, the World Bank, USAID, UNDP and others. ARC Fund's project orientation allowed the team to develop internal capacity and procedures for sound project management, abiding by the principles of good governance and transparency.

In 2010, ARC Fund Group worked on the implementation of 23 projects, commissioned by national and international governmental and public bodies. ARC Fund was the coordinator of 8 projects with international partners. For each project a consortium agreement, defining the rights, obligations and responsibilities

of each party in respect to the funding institution, the coordinator and the other partners, is signed. Every project is managed as a separate cost center, according to the requirements of the relevant funding institution. A project officer, usually a person who was personally involved in the development of a certain proposal, is appointed to every project in

order to coordinate it and to serve as a contact point.

In 2010, ARC Fund updated its Administrative and Financial Regulations aiming to enhance the effectiveness in managing its human and financial resources along with the adoption of the amendments in the Bulgarian labour legislation.