



NON-DEVELOPMENT ACTIVITY POLICY

Purpose This policy is to guide Edmund Rice Foundation and our partners to make a clear separation between aid and development and non-aid and development objectives and activities.

Abbreviations

ACFID	Australian Council for International Development
DFAT	Australian Department of Foreign Affairs & Trade
ERFA	Edmund Rice Foundation (Australia)

Implementation Plan

- Included in partner compliance documentation
- Included in Finance Team staff induction

Related Policies and/or legislation

The following forms are related to the procedure:

- Child Protection Policy
- Counter Terrorism Policy
- ERFA's Staff Safety and Security Policy
- Privacy Policy
- ERFA Risk Management Framework

Related Forms

The following forms are related to the procedure:

- Application for Capital Funding
- Application for Recurrent Funding
- Quarterly Report Australian Projects
- Quarterly Report Overseas Projects
- Acquittal Report Form Australian Projects
- Acquittal Report Form Overseas Projects
- ERFA form for collection of stories/images
- Image Use Consent Form



Non-Development Activity Policy

Edmund Rice Foundation Australia is committed to ensuring that we accurately represent our activities to the people we work with, our donors, and the public.

The purpose of this policy is to guide Edmund Rice Foundation and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. This policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public.

This Policy is intended to apply to all Edmund Rice Foundation Australia activities. The policy is applicable to all Edmund Rice Foundation employees and volunteers. The policy also extends to Edmund Rice Foundation Australia partners and associated implementing organisations.

Edmund Rice Foundation Australia is a non-government organisation which supports sustainable development projects in developing countries. ERFA is incorporated as a company limited by guarantee and is accredited with and monitored by the Australian Government. ERFA supports projects which:

- work collaboratively with local communities
- are grounded in the expressed needs of those communities
- promote continuous improvement and the wellbeing of those communities
- deliver a fair distribution of the benefits that result from the projects

ERFA has links with a faith-based organization but is committed to supporting development activities throughout the world. ERFA understands Development to be a process of transformation that leads to improvement in the whole of human life – materially, socially and spiritually. As part of its compliance with the ACFID Code of Conduct, Edmund Rice Foundation Australia has committed to ensure that funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.

Edmund Rice Foundation Australia is committed to ensuring that funds and other resources designated for the purpose of aid and development are used only for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- Strengths based approaches which encourage people and communities to create solutions for themselves. Edmund Rice Foundation is committed to engaging with local communities and partnering with each community as they seek to improve their life circumstances.
- Processes that seek to address the causes of poverty
- Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties



- Supporting systems and structures which enable people to move out of poverty

The Edmund Rice Foundation Australia has links to the Christian Brothers but is committed to implementing a holistic approach to development. ERFA has been established as a stand-alone legal entity and does not direct any funds toward the spiritual aspects of human transformation. For the purposes of making a distinction between aid and development and non-aid and development activities as required by the ACFID Code of Conduct, any activity whose objectives include the promotion of religious adherence will be considered as a non-aid and development activity.

Edmund Rice Foundation Australia does not provide support for partisan political activities which are those that are associated with facilitating or supporting specific political individuals to gain power.

This policy provides a framework for Edmund Rice Foundation Australia's compliance with principle B.1.5 of the ACFID Code of Conduct. This principle outlines four obligations for signatories to the ACFID Code of Conduct:

1. Signatory organisations will have a clear separation between aid and development and non-aid and development objectives and activities based on the definitions of aid and development and non-aid and development in section F (Definitions) of the Code.
2. This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.
3. Any fundraising solicitations that include references to both aid and development and non-development activities will provide donors with the choice of contributing to aid and development activity only.
4. Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

Edmund Rice Foundation Australia supports and is committed to abiding by the following principles. To ensure:

- accurate representation of our activities to the people we work with, donors and the public
- that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being offered.

Edmund Rice Foundation Australia does not support programs which involve evangelical or partisan political activities. These activities are not agreed objects within the Foundation Constitution. Edmund Rice Foundation Australia ensures that we and our partners can



differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public.

ERFA makes a commitment to adhere to the following ACFID Code:

Obligation 1: Signatory organisations will have a clear separation between aid and development and non-aid and development objectives and activities based on the definitions of aid and development and non-aid and development in section F (Definitions) of the Code.

Procedures:

1. ERFA will appraise all project proposals to determine whether they include non-aid and development components. ERFA has appointed independent in-country development officers who monitor all projects on a weekly basis
2. Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.
3. Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.
4. Partner capacity assessment processes require the signatory to identify whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activity.
5. Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.
6. ERFA's in-country Development Officers monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities.

Obligation 2: This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.

Procedures:

1. Guidelines are in place that address appropriate reporting in organisational promotional materials.
2. All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and non-development activities.
3. Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and non-development activities.
4. Edmund Rice Foundation Australia is bound by the objects of their Constitution which clearly stipulates that only development activities will be supported.



Obligation 3: Any fundraising solicitations that include references to both aid and development and non-development activities will provide donors with the choice of contributing to aid and development activity only.

Procedures:

1. Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non- development activities.
2. Where fundraising solicitations include references to both aid and development and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.

Obligation 4: Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

Procedures:

1. Communication with new partners will state the signatory's position on support for non-development activity.
2. Signatory partners will receive a copy of this policy.
3. The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non- development activity.
4. The partner agreement (MoU or equivalent) will require the partner to agree that any funds designated for aid and development purposes will not be used to fund any non-development activity.
5. Ongoing dialogue between the Edmund Rice Foundation and its partners will reinforce the definitions of development and non-development activity and the need for a separation between development and non-development activity.



Policy Implementation and Review

Procedures:

1. This policy will be reviewed on a regular basis, at least every two years.
2. Confirmation of internal compliance with this policy will be undertaken at least once annually.
3. Introduction of the policy will be included in the induction process, to be read by all new staff.
4. A workshop will be regularly organised to present the policy to staff and keep them updated on any changes.

The Edmund Rice Foundation Australia policy on Non development Activity can be further understood by referring to the following documents.

1. ACFID Code of Conduct Principle B.1.5
2. The Edmund Rice Foundation Australia Constitution
3. The Edmund Rice Foundation Australia Overseas Aid Fundraising Policy
4. ACFID Code of Conduct Implementation Guidance: Definitions