

# INF Australia separation of DEVELOPMENT and NON-DEVELOPMENT activities PRACTICE DOCUMENT

Policy number:		Version:	2
Owner:	CEO	Approved on:	December 2018
Users:	All	Scheduled review date	December 2021

THIS PRACTICE DOCUMENT COMPLIES WITH: ACFID CODE OF CONDUCT (7.3.2)

RELATED INF AUSTRALIA POLICIES: DEVELOPMENT AND NON-DEVELOPMENT ACTIVITIES, SEPARATION OF DEVELOPMENT AND NON-DEVELOPMENT ACTIVITIES

RELATED INF AUSTRALIA PRACTICE DOCUMENTS: DEVELOPMENT PRACTICE

## 1. INTRODUCTION

INF is a Christian mission serving the physical and spiritual needs of Nepali people. As defined in our policy on the separation of development and non-development activities, we engage through development, welfare and evangelistic activities, but we will always be open and transparent with all stakeholders about the purpose of our work and development activities will be clearly separated from non-development activities, as defined below.

The procedures that INF Australia uses to ensure that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public are based on obligations in the ACFID Code of Conduct and are outlined in our separation of development and non-development activities Practice Document.

**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.**

1. INF Australia will appraise all project proposals to determine whether they include non-aid and development components.
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. In-country project 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. Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and non-development activities
2. Guidelines are in place that address appropriate reporting in organisational promotional materials.
3. 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

**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 ANGO funds designated for aid and development purposes will not be used to fund any non-development activity.
5. Ongoing dialogue between the ANGO 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.

## REVISION HISTORY

Date	Summary of Changes	Authorised by:
March 2015	Version 1: New Procedures relating to new Policy	Board
Dec 2018	Review of policy and alignment with updated ACFID CoC	CEO