# Council For International Development -_core - WHITE BACKGROUND

***Note:*** *A Non-Development Activity Policy should be tailored according to the organisation’s size and operations. This template can be changed according to organisational context. This template can assist with understanding some of the policy requirements for CID Code of Conduct mandatory obligation* ***B.1.5 Non-development activity****.*

**[Organisation]**

**Non-Development Activity Policy**

This policy will be reviewed triennially, and details recorded as below.

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| **Version** | **Date** | **Author/s** | **Approved by** | **Review Date** | **Comments** |
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1. **Purpose**

 [ORGANISATION] is committed to ensuring that we accurately represent our activities and values to the people we work with, our donors, and the public. The purpose of this policy is to guide [ORGANISATION] and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. That means complying with our CID 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.

1. **Scope of Policy**

This Policy is intended to apply to all [ORGANISATION] activities. The policy is applicable to all [ORGANISATION] employees, contractors, sub-contractors, interns and volunteers. The policy also extends to [ORGANISATION] partners and associated implementing organisations.

1. **Definitions**

**Aid and development activities** can be distinguished by the following principles:

* Strengths based approaches which encourage people and communities to create solutions for themselves;
* 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;
* Emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people.

**Non-aid and development activities** can be distinguished by any activity whose objectives include the promotion of evangelical activities or partisan political activities will be considered as a non-aid and development activity and will be managed and accounted for separately.

**Evangelical activities** are those activities that promote a particular religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

**Partisan political activities** are those that are associated with facilitating or supporting specific political individuals to gain power. This does not include advocacy which is aimed at persuading and influencing decision makers and opinion leaders and is not aimed at promoting partisan political objectives.

**Other resources:** Include (but are not limited to) funds raised, gifts in kind, property, assets, staff and volunteers of signatory and partner organisations.

1. **Control Procedures**

 [ORGANISATION] ensures that we and our partners can accurately differentiate between development and nondevelopment activity and communicate this appropriately to stakeholders, donors and the public.

***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***

The signatory will appraise all project proposals to determine whether they include non-aid and development components.

Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved. This includes verifying to the organisation’s best judgement that funds and other resources raised for aid and development purposes are not used for exploitation of vulnerable people and/or communities.

Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.

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.

Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.

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***

Guidelines are in place that address appropriate reporting in organisational promotional materials.

All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and nondevelopment activities.

Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and 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***

Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and nondevelopment activities.

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 clear 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***

Communication with new partners will state the signatory’s position on support for non-development activity.

Signatory partners will receive a copy of this policy.

The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non-development activity.

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.

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.