

ACFID Development Practice Committee (DPC)

Terms of Reference

The ACFID Development Practice Committee's objective is to enhance the development sector's effectiveness and efficiency.

The DPC will work to achieve this objective through:

1. leadership of good practice within the sector
2. research and development of appropriate tools and processes
3. provision of relevant advice to ACFID's Executive Committee
4. engagement with AusAID on development effectiveness practice

Links to ACFID Strategic Plan 2006-2010

The work of the DPC links directly to following objectives:

- 2.1 *Support the organisational development of members*
- 2.2 *Promote high quality aid and development practices among member organisations*
- 3.1 *Strengthen ACFID's leadership role in building the collective capacity of the sector*
- 3.3 *Be a credible voice for the aid and development sector both within Australia and internationally*

Membership

Committee representatives are nominated by ACFID member agencies. The DPC has eight members plus two co-chairs, one co-chair is appointed from ACFID's Executive Committee (ExCom). ExCom appoints the members for a rotational 2-year term (4 each year) according to the nomination procedures adopted in June 2001.

The membership of the committee is restricted to representatives of ACFID members and should comprise the following:

- Senior NGO staff with experience in program implementation across a range of countries and sectors and in dealing with AusAID requirements.
- People with links to institutions or inter/national networks that support the work of DPC in meeting the objectives of the ACFID strategic plan as outlined above will be considered favourably.

There should also be:

- One member with experience in the training and professional development of NGO staff
- Appropriate gender balance

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Accountability

The Executive Committee has established the DPC under the ACFID Rules 9.1 and 9.2. ExCom will review these DPC ToR at its June meeting each year.

The ACFID Constitution states:

9.3 All committees and working groups must:

- a) seek the prior approval of the Executive Director before inviting any representative of an organisation which is not a member of ACFID to attend meetings of, or otherwise participate in, the committee or working group;
- b) operate in accordance with terms of reference or guidelines specified by the Executive Committee, if any, and in pursuance of the objectives of ACFID;
- c) keep minutes of their meetings, and provide a copy of such minutes to the Executive Committee on request;
- d) provide reports to the Executive Committee or the Council on their activities, as and when requested by the Executive Committee;
- e) notify the Executive Committee of the place and time of proposed meetings of the committee or working group;
- f) provide copies to the Executive Committee of any draft documents produced by the working group which may have policy implications, for approval by the Executive Committee before the final document is produced and before any such document is released or published; and
- g) provide copies to the Executive Committee of other papers, reports or other formal documents that the committees or working groups produce from time to time.

9.4 The Executive Director, or such member of the Executive Committee or the Secretariat as the Executive Director may nominate in his or her place, is entitled to attend any meetings of committees and working groups established by the Executive Committee.

Ways in which DPC operates

Annual plan	<ul style="list-style-type: none"> - Develop one page Committee Annual Plan that links to ACFID's Strategic Plan objectives for consideration by ExCom's June meeting - Report to ExCom against the Annual Plan - Previous year's report and current year's Plan provided to ACFID Council
ExCom links	<ul style="list-style-type: none"> - Provide advice at ExCom meetings of key emerging issues
Member links	<ul style="list-style-type: none"> - Coopt additional expertise from ACFID's members for particular tasks - Promote ACFID members engagement with development effectiveness
Secretariat links	<ul style="list-style-type: none"> - Deputy Executive Director to attend DPC meetings & liaise with Co-Chairs - A policy officer to provide secretariat support for meetings and workplan - The Committee may request the Secretariat to provide funds to engage a technical consultant to attend meetings as appropriate.
External links	<ul style="list-style-type: none"> - The Committee for Development Cooperation (CDC) has determined that one of its three NGO members will be appointed by DPC for a two year term in alternate years to the election of its other two members. - Consultation and liaison with AusAID in relation to AusAID NGO policy and accreditation and NGO funding opportunities and criteria