

**ACFID's Code of Conduct e-bulletin** provides updates on changes to the Code, its Guidance Document and the current work of the Code of Conduct Committee. As only one bulletin is sent to each signatory agency, please ensure that it is circulated internally and that staff members are aware of any information relevant to them.

## Code Review Status and Way Ahead

- The Code of Conduct Committee (CCC) convened an extraordinary meeting on 29 Jun 09 to review a draft paper on the "framing of the Code for 2010 and beyond". The "framing of the Code" paper addresses:
  - the nature of the Aid & Development Sector;
  - the environment in which the Aid & Development Sector is operating;
  - the strategic risks to ACFID;
  - strategic opportunities for ACFID;
  - ACFID's key stakeholders;
  - reform imperatives for the Code;
  - design guidelines for the Code (of which there are currently 11);
  - a revised Purpose for the Code;
  - a proposed new structure for the Code and its Guidance Document; and
  - a proposed new Preamble for the Code.
- Since the 29 Jun 09 CCC meeting a range of refinements has been made to the "framing of the Code" paper, and on 10 Jul 09 the Code Review Steering Group considered the revised paper. Subject to a range of further refinements and additional explanation around the proposed new structure of the Code, recommendations on the "framing of the Code for 2010 and beyond" will be presented to an extraordinary meeting of ACFID's Executive Committee (EXCOM) on 10 Aug 09.
- Following the 10 Aug 09 EXCOM meeting it is planned to disseminate by the end of Aug 09 the "framing of the Code for 2010 and beyond" documentation to all Code Signatories. It is planned to seek endorsement of both the "framing of the Code" and a range of rewritten sections of the Code at Council on 30 Oct 09.

The details of the Code Review can be found on the ACFID website at:

<http://www.acfid.asn.au/code-of-conduct/review>

**Have Your Say**  
**on the review of the content of the Code**  
**by contacting Greg Molyneux at [gmolyneux@acfid.asn.au](mailto:gmolyneux@acfid.asn.au)**  
**or Phil Khoury of the Navigator Company at [phil.khoury@thenavigator.com.au](mailto:phil.khoury@thenavigator.com.au)**



# Code of Conduct

Australian Council for International Development



ACFID is an independent association of Australian non-profit aid and development agencies

e-bulletin

## Compliance Self Assessment Process

**The Compliance Self-Assessment Process is now available on-line. Contact the Code Management Team for your organisation's unique username and password.**

The Compliance Self-Assessment Process is a tool designed for use by ACFID Code of Conduct Signatories to assess their own levels of compliance with ACFID's Code of Conduct. This web based tool consists of a Checklist with an in-built Action Plan.

### Features of the Compliance Self-Assessment Tool

- a secure, online tool designed specifically for ACFID Code of Conduct Signatories
- each Signatory organisation has a unique username and password
- the tool's Checklist incorporates all ACFID Code of Conduct compliance requirements in one secure location
- the Checklist is tailored to each organisation's particular financial year-end
- each Signatory has unlimited access to its Checklist during its financial year
- An Action Plan is incorporated into the Checklist, allowing each organisation to focus on areas for improvement as it conducts its compliance self-assessment
- the tool's Checklist and in-built Action Plan are printable, allowing each Signatory to share information and keep a record of its compliance status and history
- the tool includes step-by-step guidance on how to complete the Checklist and in-built Action Plan
- the Code Management Team is on-hand to assist each Signatory to report and improve its compliance with the ACFID Code of Conduct
- the tool's Checklist is accessible on-line from 1 July 2009

## Compliance Working Group – 10 July 2009

A very successful Compliance Working Group was held on Friday 10 July 2009 to assess the annual reports of Signatories with a financial year-end of 31 December 2008. There were over 40 assessments completed at this meeting, and the Code of Conduct Committee is pleased to report that the vast majority of these were assessed as compliant. This is a fantastic outcome. Congratulations to all Signatories involved for their hard work in preparing Code compliant annual reports. Compliance certificates should be mailed out in the next few weeks.

## Fundraising Institute Australia Most Outstanding Fundraising Project 2009

Australia for UNHCR is congratulated for its award of the Fundraising Institute Australia Most Outstanding Fundraising Project 2009. This project, in partnership with PricewaterhouseCoopers, rolled out globally in June 2008 and raised in excess of \$5 million over a period of ten days from over 6,000 staff in 102 countries to support the education of refugee children in Darfur.

## Latest Code Signatory Resources

### Website updates

Check out the latest ACFID Code of Conduct information on the ACFID website, [www.acfid.asn.au/code-of-conduct](http://www.acfid.asn.au/code-of-conduct). Checklists, membership and annual fee information and a variety of Signatory Resources have been updated. Don't forget to log-on and view the online Compliance Self Assessment Process.

If you would like to provide feedback to the Code of Conduct Management Team or submit information for inclusion in the ACFID Code e-bulletin please forward it to [code@acfid.asn.au](mailto:code@acfid.asn.au).

Access previous issues of the ACFID Code e-bulletin at [www.acfid.asn.au](http://www.acfid.asn.au)



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## Revised Signatory Application Process and Introduction of Provisional Code Signatory status

During recent months the Code of Conduct Committee has reviewed the Signatory Application Process. Signatory Applicants must now complete and submit a Compliance Self Assessment Checklist and Action Plan. This will allow the Code Management Team to provide tailored support to new Signatories. While an organisation is working towards compliance with all aspects of the Code it will be categorised as a Provisional Code Signatory.

To find out more about Provisional Code Signatory status, visit the ACFID Website <http://www.acfid.asn.au/code-of-conduct/becoming-a-signatory/pcc-status>.

## ACFID Code of Conduct Logo-Guidance for use by Signatories

Promote your status as an ACFID Code of Conduct Signatory. *ACFID Code of Conduct Logo-Guidance for use by Signatories* provides Signatories with examples of ACFID Code of Conduct advertisements and filler ads for inclusion in publicly available documents. There's also a section dedicated to tailoring these ads to your organisation. This guidance has a section dedicated to Provisional Code Signatories. For more information, or to get a copy of this document, please contact the Code Management Team.

## Next Code Committee Meeting

The ACFID Code of Conduct Committee will hold an extraordinary meeting on Tuesday 28 July 2009 to discuss the Code Review.

The next quarterly meeting of ACFID's Code of Conduct Committee will be held on Thursday 20 August 2009.

## ACFID Training Program

### Upcoming Training

- **Risk Management Workshop**  
This workshop aims to provide participants with a practical understanding of the key elements of risk assessment and risk management.
  - Wed 29 July 2009 (Melb)
  - Thu 30 July 2009 (Syd)
- **August MIF Series**  
This forum will provide an opportunity for staff and volunteers of NGOs working in development to exchange information on the latest developments within the Australian aid and development sector. The lunchtime session topic for this MIF series is 'Human Rights Based Approaches to Development', presented by Sarah Winter, ACFID's Human Rights Advisor.
  - Tue 11 July 2009 (Melb), 9.30am – 12.30pm
  - Wed 12 July 2009 (Syd), 9.30am – 12.30pm
  - Thu 13 July 2009 (Cbr), 5.30pm – 8.30pm
- **Code Compliance Annual Report and Finance Workshop**  
This full-day workshop will provide a solid practical understanding of the requirements of the Code of Conduct in relation to producing Code-compliant annual reports and financial statements. It will also provide an overview of the new financial reporting requirements according to the revised 'Section 5: Finances' of the Code of Conduct Guidance Document.
  - Thu 27 August 2009 (Melb)
  - Fri 28 August 2009 (Syd)

For more information on any of the above scheduled workshops, please contact Renata Zanetti, ACFID Training Coordinator on 02 6281 9229 or visit the ACFID Website [www.acfid.asn.au](http://www.acfid.asn.au)

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## CODE IN FOCUS – CLAUSE 7.1

### NGO Effectiveness Framework

***Organisations that are signatories to the ACFID Code of Conduct are guided by the strategies and standards of engagement for program management in the ACFID NGO Effectiveness Framework.***

The NGO Effectiveness Framework was developed (via a consultation process with ACFID members) to increase the impact that humanitarian and development agencies have in their work with marginalised and vulnerable communities. The Framework includes strategies and standards identified as a key to increasing the effectiveness and quality of Australian NGO work.

The framework is not designed as a checklist or prescriptive formula to be adhered to in order to be considered effective. It is important that organisations do not regard this as an imposed requirement to meet. Being 'guided' by the framework means using it as a reference point and as a tool for continuous improvement and learning.

Below are some suggested ways that signatories could use the framework:

- Raise awareness of the framework in the organisation's governing body and staff,
- Share the framework with your program partners and stakeholders,
- Review and incorporate (where appropriate), any elements of the framework which are not currently used/addressed by your organisation,
- Use the framework as a tool for ongoing (every 2-3 years) organisational learning and reflection, and
- Use the framework as a basis for accountability and peer learning with other Australian agencies.

### Find out more

For a copy of the NGO Effectiveness Framework visit the ACFID website:

<http://www.acfid.asn.au/what-we-do/ngo-effectiveness>

The NGO Effectiveness Framework is currently being reviewed. Contribute to this review or find out more about the Framework by contacting Neva Wendt, ACFID Senior Policy Advisor, on (02) 6281 9232 or via email [nwendt@acfid.asn.au](mailto:nwendt@acfid.asn.au).

### Code of Conduct Management Team

The Code of Conduct Management Team has two principal roles:

- (1) to assist the Code of Conduct Committee in all aspects of its work; and
- (2) to assist Signatories to meet their compliance obligations.

If you need to clarify any issues of concern, would like to provide feedback on issues relating to the Code, or to access Code resources, please feel welcome to contact the Code Management Team.

Code Manager	02 6281 9220	Greg Molyneux
Program Administrator	02 6281 9222	Helen Vogt
Compliance Officer	02 6281 9234	Alicia Toohey

Further details at: <http://www.acfid.asn.au/code-of-conduct/contact-the-code-management-team>

**Greg Molyneux**  
**Code of Conduct Manager**