



Code of Conduct

Australian Council for International Development

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



e-bulletin

2009/01: 22 January 2009

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.

Happy New Year

A very Happy New Year to all members of all Signatory organisations. We in the Code Management Team (CMT) hope you all had an enjoyable and restful holiday period.

The CMT staff have all returned to work, with Greg and Helen now working full time, and Siobhan continuing to work three days per week (Wed – Fri).

2009 is shaping up to be another very busy year for the Code. Major projects underway include the Code Review, Compliance Self-Assessment, the Control & Security of Funds, and Revised Financial Reporting Requirements. The status of each of these major projects will be summarised in the Code's Feb 09 e-bulletin.

Do you have the latest version of the Guidance Document?

A Dec 08 version of the Guidance Document is now available. The Dec 08 version incorporates refinements made to the explanatory notes supporting Clause 2.6 (Child Protection), Clause 2.7 (No Strings Attached) and Clause 6.4 (Gender Equity).

The Dec 08 version of the Guidance Document is available online at:
<http://www.acfid.asn.au/code-of-conduct>

Compliance Working Group

The Compliance Working Group (CWG) has its quarterly meeting on 29 January 2009 to review the Annual Reports submitted by Signatories. This will be the first time that the CWG has met since the end of November 2008, so the bulk of June 2008 year-end reports and financial statements will be being reviewed for the first time. Signatories reporting for the period to 30 June 08 who have received a compliant assessment for 2007 will note that their compliance certificates are valid until 28 February 2009. Please note therefore that we aim to respond to Signatories with the outcome of their review by the end of February 2009.

Financial Reporting Working Group

The Financial Reporting Working Group, charged with the responsibility to review Section 5: Finances of the Code of Conduct and Guidance Document, met on 22 January 2009. This meeting was to discuss any final changes to the revised document to go to the Executive Committee (ExCom), and the schedule for the consultation with Signatories and other stakeholders. Briefly, it has been confirmed:

- the final draft document will be sent to the Code of Conduct Committee and ExCom for their sanction on 19 February 2009 and 3 & 4 March 2009 respectively;
- a professional accounting firm (tbc) will be asked to review the document for completeness and conformity with statutory requirements, and it is planned that this review be completed by mid-March 09;
- concurrently, selected Signatories will be consulted on the 'new look' document and asked to provide comment by end of April 2009;

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.
Access previous issues of the ACFID Code e-bulletin at www.acfid.asn.au

- at the conclusion of the technical review by the professional accounting firm, a general invitation to participate and provide feedback will be issued to all Signatories and other stakeholders;
- the finalised revised document will be presented to ExCom in June 09;
- ratification of the revised clauses of the Code of Conduct will be sought at Council 09; and
- the revised financial reporting requirements will take effect from 01 January 2010.

Thank you to those Signatories that have already registered their interest in taking part in the consultation process. If you haven't yet registered and would like to be part of this consultation, please notify Siobhan Cowell via email scowell@acfid.asn.au or phone 02 6281 9217, to ensure your agency is represented in this important project. We will be contacting registered and directly targeted Signatories in February 2009 with more details.

ACFID Training Program

Upcoming training

- **Introduction to the Aid and Development Sector**
This full-day workshop is a participatory program that provides the foundation for understanding and embracing the Australian Aid & Development Sector in the international context.
 - Wed 18 Feb 09 (Sydney)
 - Thu 19 Feb 09 (Melbourne)
- **Accreditation Training**
This full-day workshop will provide participants with an overview of AusAID accreditation, accreditation requirements and the accreditation process.
 - Thu 5 Mar 09 (Melbourne)
 - Fri 6 Mar 09 (Sydney)

For registration details and more information see: <http://www.acfid.asn.au/training/acfid-training>

Next Code of Conduct Committee Meeting 19 Feb 09

The next Code of Conduct Committee meeting is scheduled for Thu 19 Feb 09.

Promote your status as a Code Signatory

As Signatories, you can promote your organisation's commitment to the Code by using the **Code of Conduct Logo** (as below) on your publications, website and handouts. Please note that Code Signatories that are not also ACFID members should **only** use the Code of Conduct logo and not the ACFID logo on their websites and promotional materials.



Publicising your status as a Code Signatory shows donors that you belong to a network that is committed to accountability and transparency.

To get a copy of the Code logo, or for any advice about the use of the logo, please contact the Code Management Team.

ACFID Code of Conduct Logo: *guidance for use by Signatories* This document (attached) provides examples of how information about the logo can be personalised for use by ACFID members or Signatory organisations.



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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 9217 Siobhan Cowell

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

Greg Molyneux
Code of Conduct Manager