



Code of Conduct

Australian Council for International Development

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



e-bulletin

2009/02: 27 February 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.

Code Management Team Staff Change

I am very pleased to announce that the Code Management Team's Compliance Officer, Siobhan Cowell, has been offered the opportunity to study overseas. This will be part of Siobhan's MBA, and will involve one semester (six months) in Germany followed by another semester (six months) in France. This is very exciting news and I am delighted for Siobhan. The sad news is that Siobhan will need to leave ACFID and the Code Management Team, and her resignation is effective from 2 March 2009. I thank Siobhan for her excellent contribution as the Code's Compliance Officer over the past 22 months, and I wish her the best of luck and every success for her overseas adventure.

Co-Deputy Chairs for the Code of Conduct Committee in 2009

At its 19 February 2009 meeting the Code of Conduct Committee selected Carl Ginger and Sue-Anne Wallace as the co-Deputy Chairs of the Code of Conduct Committee for 2009. Congratulations to both Carl and Sue-Anne.

Code Review Update

The Code Review is progressing well. Important *governance* aspects of the Code, such as the membership structure of ACFID, are subject to further legal advice. A dedicated consultation process with Signatories on the governance aspects of the Code is tentatively planned for the period May-July 2009. The consultation process is likely to involve a consultation activity in each of Sydney, Melbourne and Canberra. It is planned to promulgate the details of the consultation process by the end of March 2009. The review of the *content* of the Code is planned to commence by early April 2009. The tendering process is underway and it is planned to select by mid Mar 09 a firm to conduct the review. The review of the content of the Code project will last for four to five months, and will involve consultation with all key stakeholders, including Code Signatories. The intent is to bring the review of both the *governance* aspects of the Code and the review of the *content* of the Code to fruition at Council on 29/30 October 2009.

New Signatories

Congratulations to Partners Relief & Development Australia (PRDA) and Kenya Aid (KA) on being admitted as Signatories to the ACFID Code of Conduct.

PRDA aims "to demonstrate God's love to victims of conflict and oppression" through emergency relief, development, assistance to marginalised persons and capacity building. PRDA works primarily in Thailand and Burma (Myanmar).

Kenya Aid aims to "provide or assist in providing medical services, either directly or in co-operation with other organisations". Kenya Aid's work focuses on the provision of quality health-care to those most in need, particularly women and children. With a community-orientated approach, it provides primary health care services, and preventative and educational strategies within the Western Province of Kenya.

There are now **112** Signatories to the ACFID Code of Conduct.

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



Code of Conduct

Australian Council for International Development



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

e-bulletin

Compliance Working Group: 'New Look' Certificates

There have been two Compliance Working Groups held recently to complete the compliance assessments for Signatories reporting for the financial year ending 30 June 2008. 75 Signatory agencies report for this period so it is the busiest compliance time of the year and the Code Management Team is working hard to respond to all Signatories who have submitted reports for assessment. Signatories who have been given a compliant assessment should receive their certificates and annual assessment letters next week. There are Signatories that haven't received a compliant assessment and their responses will take a little longer.

Signatories will note when they receive a compliant assessment that it is accompanied with a 'new look' certificate. The certificate has been revised this year to reflect more accurately what it has been awarded for, and updated to look a little more contemporary. This is the first step in improving the recognition of agencies that consistently uphold the standards of the Code of Conduct. This year we will also be acknowledging Signatories on the website that perform particularly well in the Annual and Financial Reporting requirements. These small, but hopefully encouraging changes, will be communicated to Signatories in the very near future.

Financial Reporting Working Group

The Code's Financial Reporting Working Group (FRWG) has received the technical review of the revised sections of the Guidance Document that pertain to the Annual and Financial Reporting requirements of the Code. RSM Cameron Bird provided the technical. The FRWG is currently considering the recommendations made and will begin consultation with the Sector in March 2009.

The consultation is scheduled to run from the week beginning 10 March 2009 to the 24 April 2009 inclusive. The Code Management Team will be seeking comment from targeted agencies to gain a good cross section of Signatory agencies and has also been inviting Signatories to register their interest in participating in the consultation process. Thank you to those Signatories that have already registered. If you haven't yet registered and would like to be part of this consultation, please notify Greg Molyneux via email gmolyneux@acfid.asn.au or phone 02 6281 9220, to ensure your agency is represented in this important project. We will be contacting registered and directly targeted Signatories in the second week of March 2009, with more details.

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>

ACFID Training Program

Upcoming training

- **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)
- **Member Information Forum: Volunteers in the Aid and Development Sector**
This forum will provide an opportunity for NGO staff in the aid and development sector to exchange information on the latest developments within the sector.
 - Wed 18 Mar 09 (Sydney)
 - Thur 19 Mar 09 (Melbourne)
 - Fri 20 Mar 09 (Canberra)

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

Next Code of Conduct Committee Meeting

The next Code of Conduct Committee meeting is scheduled for Thu 21 May 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 provides examples of how information about the logo can be personalised for use by ACFID members or Signatory organisations.

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

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