



Revision 14 Page 1 of 6	Date 8 May 2015	Development and Non-Development Activity
Revised by Sean Donovan	Approved by Fr Adrian Meaney	MSCM215 - Development and Non-Development Activity (ACFID B.1.5).docx

This policy meets the requirements for ACFID accreditation for section B.1.5 Non-Development Activity policy

1. Introduction

MSC Mission Office Incorporated is committed to ensuring that we accurately represent our activities to the people we work with, our donors, and the public.

2. Purpose

The purpose of this policy is to guide *MSC Mission Office Incorporated* and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. This policy addresses our ACFID compliance 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.

3. Scope of Policy

This Policy is intended to apply to all *MSC Mission Office Incorporated* activities. The policy is applicable to all *MSC Mission Office Incorporated* employees and volunteers. The policy also extends to *MSC Mission Office Incorporated* partners and associated implementing organisations.

4. Background

MSC Mission Office Incorporated is a faith based agency whose philosophy of development is derived from biblical and theological reflection. Development is understood as a process of transformation that leads to improvement in the whole of human life – materially, socially and spiritually. As part of its compliance with the ACFID Code of Conduct, *MSC Mission Office Incorporated* has committed to ensure that funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.



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5. Definition of Aid and Development Activities

MSC Mission Office Incorporated is committed to ensuring that funds and other resources designated for the purpose of aid and development are used only for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- a. Strengths based approaches which encourage people and communities to create solutions for themselves
- b. Processes that seek to address the causes of poverty
- c. Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties
- d. Supporting systems and structures which enable people to move out of poverty
- e. Emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people.

6. Definition of Non-Development Activities

MSC Mission Office Incorporated take a holistic approach to development and this includes support for the spiritual aspects of human transformation. For the purposes of making a distinction between aid and development and non-aid and development activities as required by the ACFID Code of Conduct, any activity whose objectives include the promotion of religious adherence will be considered as a non-aid and development activity and will be managed and accounted for separately.

MSC Mission Office Incorporated does not provide support for partisan political activities which are those that are associated with facilitating or supporting specific political individuals to gain power.



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7. Compliance

This policy provides a framework for *MSC Mission Office Incorporated's* compliance with principle B.1.5 of the ACFID Code of Conduct. This principle outlines four obligations for signatories to the ACFID Code of Conduct:

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.
2. This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.
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.
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.

8. Guiding principles

MSC Mission Office Incorporated supports and is committed to abiding by the following principles:

- to ensure accurate representation of our activities to the people we work with, donors and the public
- to ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being offered

Where there are components of partner programs which involve evangelical or partisan political activities, these will be promoted and accounted for separately.



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9. Control Procedures

MSC Mission Office Incorporated ensures that we and our partners can differentiate between development and non-development 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:
<ol style="list-style-type: none"> 1. The signatory will appraise all project proposals to determine whether they include non-aid and development components. 2. Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved. 3. Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy. 4. 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. 5. Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components. 6. 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.



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Procedures:
<ol style="list-style-type: none"> 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 non-development 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:
<ol style="list-style-type: none"> Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development 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 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:
<ol style="list-style-type: none"> 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.



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3. The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non-development activity.
4. 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.
5. 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.

Policy Implementation and Review

Procedures:
<ol style="list-style-type: none">1. The signatory will review this policy on a regular basis, at least every two years.2. Confirmation of internal compliance with this policy will be undertaken at least once annually.3. Introduction of the policy will be included in the induction process, to be read by all new staff.4. A workshop will be regularly organised to present the policy to staff and keep them updated on any changes.

10. Resources

ACFID Code of Conduct Principle B.1.5

Signatory organisation’s Development Philosophy

AusAID OAGDS Guidelines

ACFID Code of Conduct Implementation Guidance: Definitions