



**EDUCATING
THE FUTURE**

Non-Development Policy

Status Information

Currency of Version

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Non-Development Policy

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1. Introduction

Educating The Future Australia (ETF) Limited is committed to ensuring that we accurately represent our activities to the people we work with, our donors, and the general public.

2. Purpose

The purpose of this policy is to guide ETF and our partners to make a clear separation between development and humanitarian and non-development activities.

This policy addresses Australian Council for International Development (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 ETF activities. The policy is applicable to all ETF Directors and Volunteers. This policy will be extended to ETF partners and associated implementing organisations.

4. ETF Development Activities

ETF is a not-for-profit organisation that aims to provide access to education to those in need through the funding of the construction of preschools in Timor-Leste. ETF is a secular organisation and does not engage in or support any evangelical activities and is not linked to any political party. In some instances, ETF may partner with local faith-based organisations on the basis that their delivery is without evangelising or making participation conditional on conversion or adherence to a particular religious denomination. ETF may partner with Government agencies both domestically and internationally to help deliver preschool infrastructure on the basis that their activities are not in support of a political party, specific candidate and/or agenda.

5. Definition of aid and development activities

ETF 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 that 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

6. Non-development policies

ETF is a secular organisation and does not provide support for evangelical activities and partisan political activities.

Evangelical activities are those activities that promote a particular religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

Partisan political activities are those that are associated with facilitating or supporting a specific political party, a candidate to gain power or to support organisation affiliated with a political party. This does not include advocacy which is aimed at persuading and influencing decision-makers and opinion leaders and is not aimed at promoting partisan political objectives.

7. Compliance

This policy provides a framework for ETF's compliance with the commitment to accountability to our stakeholders, ETF's development initiatives should constantly demonstrate the separation of development activities from non-development activities.

Organisations are required to have in place:

- Policy, statement or guidance document that addresses the separation of development activities from non-development activities in:
 - Program reporting
 - Expenditure reporting
 - Fundraising
 - Advocacy campaigns
 - Communications
 - Partners

- Development initiatives that consistently show evidence of the separation of development and non-development activities.

8. Guiding principles

ETF supports and is committed to abiding by the following principles:

- To ensure an 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.

9. Control procedures

The Programs Committee will ensure that ETF and its partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public.

9.1 Separation of and development and humanitarian and non-development in programs and projects

Procedures:

- 1) The ETF programs team 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 programs team 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 monitoring of the separation of non-development activities from development and humanitarian activities as part of project monitoring, learning and evaluation processes.

9.2 Separation and development and humanitarian and non-development in communications – including advocacy materials.

Procedures:

- 1) Guidelines are in place that address appropriate reporting in organisational promotional materials.
- 2) All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and humanitarian and non-development activities.
- 3) Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for development and humanitarian and non-development activities.

9.3 Separation of development and humanitarian and non-development in fundraising and provision of choice for donors.

Procedures:

- 1) Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
- 2) Where fundraising solicitations include references to both development and humanitarian 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.
- 3) Funds raised non-development activity will be tracked, managed, reported and accounted for separately to those raised for development and humanitarian components.

9.4 Extending the separation of development and humanitarian and non-development activities to partners

Procedures:

- 1) Communication with new partners will state the Member's position on support for non-development activity.
- 2) ETF will send partners a copy of this policy.
- 3) The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of development and humanitarian activity and non-development activity.
- 4) The partner agreement (MoU or equivalent) will require the partner to agree that the Members funds designated for development and humanitarian purposes will not be used to fund any non-development activity.
- 5) Ongoing dialogue between the Member and its partners will reinforce the definitions of development and humanitarian and non-development activity and the need for a separation between development and humanitarian and non-development activity.

10. Policy Review

10.1. This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons.

10.2. Development and non-development activities will be monitored on a regular basis, and ETF will communicate and consult with relevant stakeholders regarding our approach to or the introduction of non-development activities.

10.3. This policy will be reviewed every two years