

Development and Non- Development Activities Policy

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DOCUMENT VERSION

Date	Comments
17 April 2019	Draft document shared with Board
26 April 2019	Policy approved by Femili PNG Board
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POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English only.

Any suggestions about this Policy should be directed to the Femili PNG Operations Director, Development Manager or Chief Executive Officer/Senior Social Worker (CEO/SSW) so changes can be considered. When suggestions are raised, the matter will be raised with the Executive Management Committee (EMC) for consideration. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The Development Manager is responsible for maintaining this document; including updating confirmed changes and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table at the top of this page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual eg. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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1.0 INTRODUCTION

This Policy covers both Femili PNG and Friends of Femili PNG. For simplicity, the document will only refer to Femili PNG.

Femili PNG is committed to ensuring that we accurately represent our activities to the people we work with, our donors, and the public. This Policy is intended to apply to all Femili PNG activities and is applicable to all Femili PNG employees and volunteers.

1.1 Background

Femili PNG is a signatory to the ACFID Code of Conduct which requires high standards of corporate governance, public accountability and financial management. The ACFID Code of Conduct requires members to ensure that 'Member development initiatives consistently demonstrate the separation of development and non-development activities' (Commitment 7.3.2).

1.2 Purpose

The purpose of this policy is to guide Femili PNG to make a clear separation between development and humanitarian and non-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.

This policy also outlines Femili PNG's guiding principles on welfare, evangelism and partisan politics policy in line with our development philosophy. Femili PNG is an organisation that assists survivors of family and sexual violence in Papua New Guinea to access the services they need. Our target population is women, men or children who are survivors of intimate partner violence, sexual violence and/or child abuse.

Femili PNG staff are encouraged to participate in local and community affairs. We respect and protect the fundamental civil and political rights of our staff as individuals, including freedom of religion; freedom of expression; the right to peaceful assembly; freedom of association; and the right to non-discrimination and equal protection of the law.

However, as Femili PNG is a secular, non-partisan organisation, it does not engage in or support any evangelical activities and is not linked to any political party. In order to preserve Femili PNG's independence, individuals are to refrain from any activity that could reflect negatively on Femili PNG.

1.3 Definitions

- **Aid and Development Activities.** Activities undertaken in order to reduce poverty and address global justice issues. In the NGO sector, this may occur through a range of engagements that includes community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.

- **Evangelism (also called Proselytism and Missionary Work) Activities.** Any activity or practice associated with attempting to convert people from one religion or faith to another. Though these words are of Christian origin, they can also refer to other religions' attempt to convert people to their religion or faith.
- **Non-development Activities.** Activities that are not aid and development activities, and includes evangelism, partisan political activities and welfare activities.
- **Partisan Political Activities.** Activities that are political in nature, including lobbying or advocacy activities that are carried out in support of a particular political party, candidate for public office, or organisation affiliated with a political party or candidate for public office.
- **Partner Organisations.** Organisations implementing aid and development activities funded by, or through, Femili PNG.
- **Welfare Activities.** Activities which provided direct assistance to individuals because of a need. Welfare means assistance to maintain individuals in a particular condition on a long-term basis such as institutionalised care programs. Welfare activities are implemented independently of other sustainable community development activities, and there is no strategy for integration into a broader community development program. Welfare activities are implemented on an ongoing, long-term basis with no clear exit strategy.

1.4 References / Other policies

This policy should also be read and understood in conjunction with Femili PNG's:

- Values and Statement of Organisational Principles – for our philosophy and values relating to human rights and our development approach
- Human Resources Manual – which outlines the rules around staff involvement in political and religious activities.

2.0 EVANGELISM

Femili PNG strongly supports the freedom of its employees, partners and donors to practice and observe their chosen religious beliefs. Engaging into religious events, discussion or forum are encouraged as long it serves the goal and objective of the organisation e.g. Femili PNG promotion of its program and services.

However, because Femili PNG is a secular organisation, it does not fund or support Evangelism, Proselytism and Missionary Work (as defined in this policy).

Board members, staff, volunteers and contractors of Femili PNG and of its partner organisations must not, during Femili PNG hours of work, undertake or participate in Evangelism, Proselytism, Missionary Work, or the promotion of religion.

If in their own time, board members, staff, volunteers and contractors of Femili PNG undertake or participate in Evangelism, Proselytism, Missionary Work, or the promotion of religion, they must ensure that their activities:

- are not perceived or viewed as being on behalf of Femili PNG;

- are not perceived or viewed as being representative of the views of Femili PNG;
- do not use the Femili PNG logo, Femili PNG funds and/or resources (e.g. computers, email systems, website, mobile phones, stationery or other office supplies); and
- do not use funds and/or resources provided to implement aid and development activities funded by, or through, Femili PNG.

Particular care must be taken when personal views are expressed on social media. Undertaking and/or participating in the above activities should not in any way be portrayed as related to Femili PNG views.

3.0 POLITICAL ACTIVITIES

Femili PNG does not fund or otherwise support Partisan Political Activities (as defined in this policy). Board members, staff, volunteers and contractors of Femili PNG and of its partner organisations must not, during Femili PNG hours of work, undertake or participate in Partisan Political Activities or the promotion of political causes or political parties.

If in their own time, board members, staff, volunteers and contractors of Femili PNG undertake or participate in Partisan Political Activities or the promotion of political causes or political parties, they must ensure that their activities:

- are not perceived or viewed as being on behalf of Femili PNG;
- are not perceived or viewed as being representative of the views of Femili PNG;
- do not use the Femili PNG logo, Femili PNG funds and/or resources (e.g. computers, email systems, website, mobile phones, stationery or other office supplies); and
- do not use funds and/or resources provided to implement aid and development activities funded by, or through, Femili PNG.

Particular care must be taken when personal views are expressed on social media. Undertaking and/or participating in the above activities should not in any way be portrayed as related to Femili PNG views.

4.0 WELFARE

Femili PNG does not fund or otherwise support predominately Welfare-based programs (as defined in this policy), but rather engages in Aid and Development Activities. Femili PNG does provide direct assistance to individuals through its case management and safe house services, however this does not constitute welfare activities as Femili PNG's interventions:

- address an immediate and pressing need, such as finding safe accommodation for the survivor of family violence;
- seek to find both short- and long-term solutions for clients, ie, immediate medical and longer-term legal recourse;
- are part of a larger development program which seeks to embed a case management system within PNG to deal with family and sexual violence;
- complement activities to build partner capacity and strengthen the capability of police, courts and welfare services;
- are part of a holistic program which also includes community education and awareness-raising; and

- are embedded within a logical framework and are consistent with our strategic priorities.

While Femili PNG does not currently spend funds on welfare activities, it is acknowledged that if we do in the future, such spending must be identified and separated for accounting and reporting purposes. This spending will not count towards Recognised Development Expenditure (RDE).

5.0 SEPARATION OF DEVELOPMENT AND NON-DEVELOPMENT ACTIVITIES

Femili PNG does not deliver non-development activities. Should this change, Femili PNG will seek to ensure the separation of development activities from non-development activities and have in place development initiatives that consistently show evidence of separation of development and non-development activities.

5.1 Guiding principles

Femili PNG is committed to providing effective client services to survivors of family and sexual violence in PNG. In relation to separating development and non-development activities, Femili PNG abides by the following guiding principles:

- we are accountable to our stakeholders and ensure accurate representation of our activities to the people we work with, donors and the public
- we promote human rights, empowerment and protection of the vulnerable. We 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.

5.2 Control procedures

Femili PNG ensures that non-development activities are not undertaken (or are separated if undertaken in the future) by the following control measures:

- **Programming** – During the program design stage, any possible non-development activity is identified and if possible, removed from the program. If the non-development activity cannot be removed, it is separated out in the design and monitored to ensure that it is not funded nor resourced by Femili PNG.
- **Expenditure reporting** - Funds and other resources that are raised by or disbursed to Femili PNG will be only used for aid and development in the form of achieving Femili PNG's strategic priorities in line with its values, vision and mission. If there is a risk of non-development activities being undertaken, expenditure on that project will be halted until clarification is sought from the EMC. If non-development activities are undertaken, such spending must be identified and separated for accounting and reporting purposes. This spending will not count towards RDE.

- **Fundraising** – Femili PNG’s non-religious and non-political activities extend to fundraising. All funds raised are allocated for projects in line with our vision and mission and are not linked to religious, political or welfare activities.
- **Advocacy** – Femili PNG advocates for all survivors of FSV regardless of their political or religious status or opinion. Our public advocacy messages are based on providing factual and legal information and evidence about FSV and child protection. Femili PNG staff do not express private religious or political opinions when conducting advocacy activities.
- **Communications** – Femili PNG’s communications reflect our activities which are aligned with our vision, mission and strategic priorities, and do not communicate messages associated with religion or politics. All content will be checked prior to publication to ensure that it does not include non-development activities or messages.
- **Choice for donors** – Femili PNG clearly outlines the activities that donors contribute to, and this does not include non-development activities. Femili PNG will never solicit funds for non-development activities as these do not align with our vision, mission and values. Donors may make a complaint about Femili PNG’s fundraising via any of the avenues listed in our Complaints Policy.

5.3 Extension to partners

Partners organisations (as defined in this policy) implementing aid and development activities, funded by, or through, Femili PNG, must use the funds and/or resources only for the following:

- The purpose of aid and development; and
- The particular aid and development activities for which the funding and/or resources were provided.

Femili PNG will include a clear definition of aid and development activities, and non-aid and non-development activities in any agreements or MoUs that it may enter into. Femili PNG will offer guidance in distinguishing between development and non-development activities to partners who may require it.

Where partners, funded by Femili PNG, undertake non-development activities in addition to their development activities, they must provide a written account to Femili PNG as to how they separate these activities in line with the control measures outlined above.