Expressions of Interest: PSEA Design Lab

What is the Design Lab?

The Design Lab is an initiative designed to bring ACFID's members together to pitch ideas, exchange good practice and build a coalition across the sector to advance our collective action on the issues raised in the VIFM PSEA report.

The Design Lab has four key stages:

1. **Call for expressions of interest** – ACFID identifies interested member participants (or their partners) and invites them to take part
2. **Focus groups (virtual)** – **throughout June** ACFID will host a series of focus groups in the lead-up to the Lab. Focus groups will help to generate initial ideas that can be progressed further on the day
3. **Design Lab** – to take place in the **week commencing 8 July**. A face-to-face event to be held in Sydney. Participating members will be hosted in an innovative workshop-style event aimed at fleshing out the ideas from focus groups - identifying, discussing and furthering opportunities and initiatives surfaced.
4. **Funding of identified activities** – Using key initiatives identified throughout these events, ACFID will work with these members (or groups of members) to resource, progress and develop initiatives and resources that advance the PSEA recommendations.
   Exact amounts of funding or co-funding provided by ACFID will be resolved on a case-by-case basis to suit the needs identified.

Why should my organisation get involved?

ACFID wants to hear from members and their partners who are working on PSEA issues within their organisations. Perhaps your organisation has ideas to share, has already started to work on some policy and training initiatives, or wants to explore further how we can work together to show our collective leadership. The design lab is not a magic bullet, nor will it serve as a forum to solve many of the issues raised in the VIFM report. However, ACFID believes that is only through furthering our collective prioritisation and action on the issues raised that we can begin the journey to improved practice. This is not an undertaking that ACFID alone can progress, it requires the commitment of our members and our partners.

Who from my organisation should get involved?

ACFID invites participants from all levels of member organisations who are working in PSEA. This could be executive management, HR functions, programming, policy, and may be at all levels of seniority. We also invite applications form interested partners of member organisations (with a limited number of supported places for partner attendance).

What kinds of challenges will the Design Lab be tackling?

ACFID wishes to hear from our members on the challenges surrounding PSEA that you wish to explore in this kind of forum, and will invite you to input ideas as part of this phase (the full set of recommendations is provided as an attachment to this note).

There are particularly challenging issues that could be explored in this event series, including those of cultural change, investigations processes, implementing with our partners and more. Understanding areas that are members are finding most challenging to address will inform the basis of the problem statements to participants.

How do I apply?

ACFID invites organisations to submit an expression of interest to participate in the PSEA Design Lab using the online application form.

Organisations may submit one application each. ACFID will be accepting:

- Applications from ACFID members;
- Joint applications from ACFID members and their partner(s); or
- Applications from partners of ACFID members – ACFID members are invited to forward this opportunity to their partners

Each application contains two parts: participant nomination and topic submission. Organisations may submit an application based on participant nomination only, topic submission only, or both.

1. In the participant nomination section, organisations can nominate up to three individuals to participate in a virtual focus group, the face-to-face Design Lab, or both. To maximise the diversity of organisations represented at the face-to-face Design Lab, a maximum of one individual per organisation will be selected to participate in the Design Lab.

   When nominating an individual, please provide information on the individual's role, recent or current work in PSEA, contact details, and whether the individual is seeking support to attend the Design Lab.

2. In the topic submission section, organisations can submit issues, challenges and opportunities related to advancing the sector's collective action on PSEA. Organisations can reflect on the findings and recommendations from the VIFM PSEA report, raise insights on their current or planned PSEA activities, or suggest innovative ideas for further exploration via the virtual focus groups and/or face-to-face Design Lab.

To begin an application: Use the online application form. Ensure your organisation's application is submitted by COB Monday 3 June. Late applications cannot be considered.

Attachment A – VIFM Recommendations

R01	Establish a Reportable Conduct Scheme (RCS) subject to funding and legislative requirements to apply to all organisations subject to the ACNC External Conduct Standards.
R02	ACFID and DFAT should develop a policy that allegations involving criminal sexual misconduct should be reported to local enforcement authorities as a default position. This should be regardless of local mandatory obligations, unless this is at odds with the wishes or welfare of the affected person or the life or serious welfare of the alleged perpetrator.
R03	ACFID should monitor and engage in the development of multi-lateral international humanitarian passporting and registration schemes and other forms of regulation-tech.
R04	ACFID Member organisations should publicise all steps that they have in place to prevent and respond to sexual misconduct in their on and offshore activities through their websites.
R05	DFAT and ACFID work together to advocate for international donor cross-recognition and accreditation of the ANCP accreditation system and ACFID Code of Conduct and ancillary Quality Assurance Framework systems.
R06	ACFID Member organisations should ensure that pre-deployment training includes scenario-based discussions about power imbalances, status and workplace cultures of the destination nation and how these factors can impact on work and personal relationships
R07	ACFID Member Organisations should embed psychological welfare within their HR program as part of sexual misconduct prevention processes.
R08	ACFID Member Organisations should support the understanding of healthy sexual relationships through training of field managers and regular local workshops for staff.
R09	ACFID Member organisations should actively adopt measures to prevent and respond to transactional sex in field work (particularly in humanitarian response work) by making changes to Codes and policies, and through training and recruitment.
R10	ACFID Member organisations should align approaches to sexual harassment, child protection and exploitation and abuse within a wider framework of gender equity whilst acknowledging the need for different responses to each.
R11	ACFID through its Child Rights Community of Practice should consider a primary prevention strategy for child sexual abuse in the aid sector that may include promoting awareness of the Stop it Now! Campaign.
R12	ACFID should consider the development of generic sexual misconduct materials with a focus on gender inequity and power imbalances that can be localised by small Member organisations for implementing partners.
R13	ACFID Member organisations should preferentially document all misconduct incidents even if the management response is "informal", considering the wishes and welfare of the victim/survivor
R14	ACFID Member organisations should add gender and safeguarding expertise to the desirable skills and experience sought when recruiting new members for governing bodies.
R15	ACFID Member organisations should have safeguarding as a standing agenda item for governing body meetings and all misconduct incidents should be reported to senior management and governing bodies (in addition to compliance with contractual reporting requirements).
R16	ACFID Member organisations should develop a leadership charter for governing members and senior managers which include a commitment to gender equity and safeguarding.

R17	ACFID Member organisations should ensure that gender equity is an internal organisational priority as well as a program priority.
R18	ACFID Member organisations should work with their staff, partners and communities to challenge male attitudes towards girls and women, which permit or excuse sexual misconduct internally and in program activities.
R19	ACFID Member organisations should ensure that implementing partners have an informed understanding of what behaviours are inappropriate and how to report, investigate, document and manage sexual misconduct incidents.
R20	ACFID Member organisations should ensure that commitment to the rights of women and LGBTI+ persons and bystander responsibility training is included in sexual misconduct prevention training.
R21	ACFID Member organisations should ensure that appropriate staff members are trained in international investigation of sexual misconduct or outsource investigations to specialist providers.
R22	ACFID Member organisations should provide feedback to the person making a misconduct complaint within applicable privacy provisions and in consideration of victim/survivor needs.
R23	ACFID Member organisations should develop a survivor –centred sexual misconduct response protocol based on guides, such as those produced by the CHS Alliance, to support internal investigations and UN Women.
R24	ACFID Member organisations should include reparation for victim/survivors such as long-term access to medical and legal services and other forms of support in sexual misconduct policy design
R25	ACFID Member organisations should be prepared to provide long-term support to victim/survivors even after the employee has ceased employment cases of sexual harassment, assault and rape.
R26	DFAT and other donors should recognise the central cost of sexual misconduct safeguarding expertise as an eligible program cost for offshore work.
R27	ACFID should create a Safeguarding Peer to Peer Mentor Scheme.
R28	ACFID should establish a Safeguarding Community of Practice (that aligns with, but is separate from, Child Protection and other related Community of Practice (CoP))
R29	ACFID should document enhanced safeguarding good practice and tools in its Good Practice Toolkit for the Code of Conduct
R30	DFAT, ACFID & ACNC should work together to ensure the accessible provision of safeguarding resources. This may be through the proposed International Safeguarding Hub or through domestic arrangements.
R31	DFAT should consider capacity development in the investigation of sexual violence as an aid priority for justice and health systems in nations where it is determined that there is clear service failure.