



IMPLEMENTING THE REVISED CODE Member Briefing

8 NOVEMBER 2023



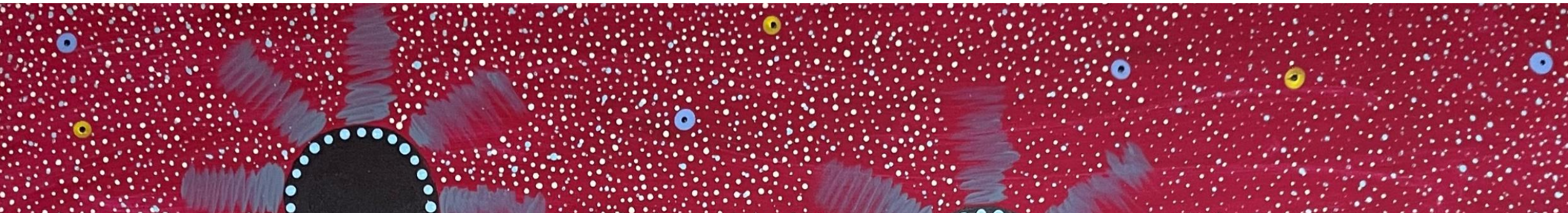
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Acknowledgement of Country

ACFID acknowledges the Ngunnawal and Ngambri people who are the traditional custodians of this land and pays our respects to Elders both past and present.

We extend this respect to other Indigenous or first nations peoples who are present today



Agenda

1. Welcome and introduction
2. Implementation of amendments
3. Summary of amendments
4. Q & A
5. Input – ACFID guidance and resources



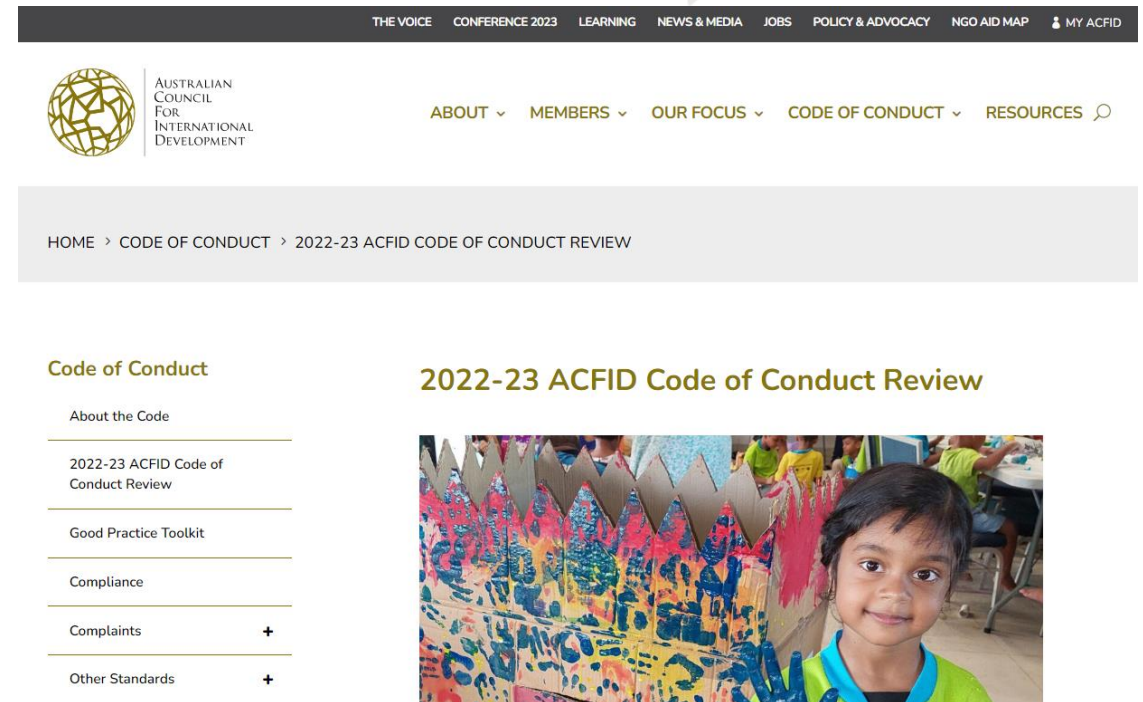
IMPLEMENTATION OF AMENDMENTS



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Revised Code of Conduct

- The amendments to the Code and Quality Assurance Framework were approved by ACFID Council at the AGM in October.
- Code of Conduct Review webpage:
 - Download a copy of the revised Code and QAF
 - Keep up-to-date with upcoming events
 - View recordings of briefings/events
- Code contacts email updates



The screenshot displays the ACFID website's navigation and content structure. At the top, a dark header contains links: THE VOICE, CONFERENCE 2023, LEARNING, NEWS & MEDIA, JOBS, POLICY & ADVOCACY, NGO AID MAP, and MY ACFID. Below this, the ACFID logo (a globe) and the text 'AUSTRALIAN COUNCIL FOR INTERNATIONAL DEVELOPMENT' are on the left. A horizontal menu on the right includes: ABOUT, MEMBERS, OUR FOCUS, CODE OF CONDUCT, and RESOURCES. A breadcrumb trail below the menu reads: HOME > CODE OF CONDUCT > 2022-23 ACFID CODE OF CONDUCT REVIEW. The main content area is divided into two columns. The left column, titled 'Code of Conduct', contains a list of links: 'About the Code', '2022-23 ACFID Code of Conduct Review', 'Good Practice Toolkit', 'Compliance', 'Complaints' (with a plus icon), and 'Other Standards' (with a plus icon). The right column, titled '2022-23 ACFID Code of Conduct Review', features a photograph of a young child with dark hair, wearing a bright green shirt, smiling and holding up a large, colorful, hand-painted cardboard structure that resembles a crown or a decorative fence.

Implementation

The amended Code and Quality Assurance Framework will **come into effect** on 30 June 2024.

How will ACFID support members to prepare for implementation in the next 6 months?

- **Code Roadshow – April 2024**
 - Deep dives into the amendments
 - In-person and online earning sessions focused on new requirements
- **Updated Good Practice Toolkit**
 - New guidance to support amendments
 - Updated policy guidance
 - Refreshed resources
- **Tools and templates to support preparation of reporting**
 - Checklist of amendments
 - Summary of documents which may need to be reviewed.

Reporting to ACFID

- All members will submit reporting 5 months after their FYE as usual.
- Members with a FYE of 30 June 2024 will be first to report under revised Code.
- The current **three-year reporting cycle will continue**. All members will be advised well in advance about their reporting requirements, i.e. Code Self Assessment or Exceptions Report.
- Members will have **12 months to remedy any areas of non-compliance** identified through the self-assessment process.
- If completing a CSA, members will be notified by May 2024 which documents they will need to upload.
- Complaints will be assessed against the version of the Code in place at the time of events that triggered the complaint.

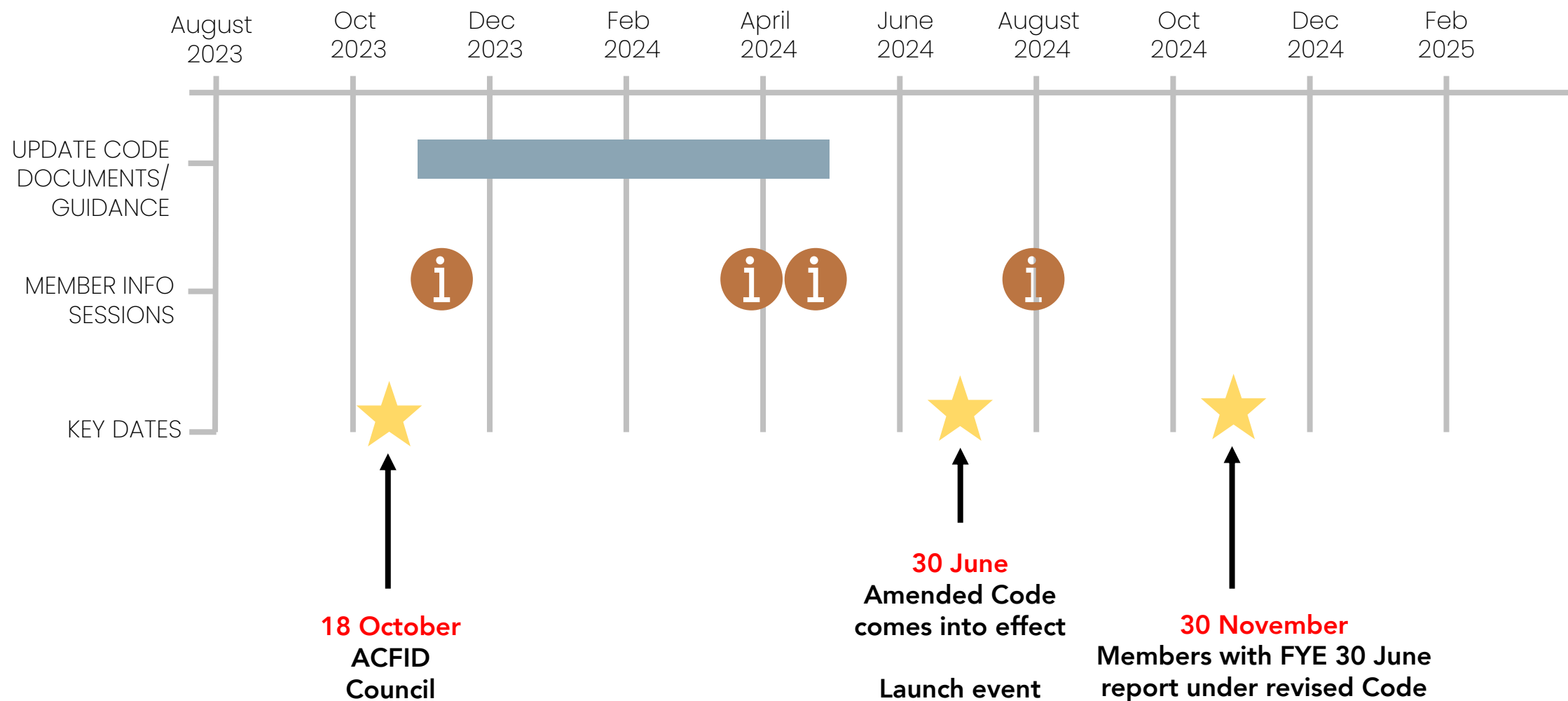
Reporting due dates

Financial year end	Reporting due to ACFID under revised Code
30 June 2024	30 Nov 2024
31 August 2024	31 January 2025
31 Dec 2024	31 May 2025
31 March 2025	31 August 2025

Compliance

- It is ok to self-assess as non-compliant!
 - Exceptions Report – you will be asked to provide a short description of the actions your organisation is undertaking to achieve compliance.
 - Code Self-Assessment – you will be asked to provide an update about any further actions your organisation has taken to achieve compliance as part of a CSA resubmission.
- Some of the amendments reflect updates to external requirements (ACNC; Accounting Standards; Whistleblowing) – good opportunity to sense check internally.
- Learning/educative approach – ACFID recognises that changing practice and implementing new policies takes time to embed. We are looking for organisations to demonstrate that they have a clear plan in place and are taking active steps to do so.

Implementation Timeline



SUMMARY OF AMENDMENTS



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Summary

- Overall, most of the Code and Quality Assurance Framework remains the same.
- The purpose, objectives, values, architecture and the compliance mechanisms of the Code have not changed.
- The amendments are to a selection of the high-level Quality Principles and Commitments in the Code, and their related Compliance Indicators, Verifiers and Good Practice Indicators as outlined in the Quality Assurance Framework.
- Decrease in the number of Commitments and Indicators to report against.

Summary

- The amendments cover the following areas:
 - **Increased alignment** with other standards and regulations relevant to ACFID members
 - **Key emerging issues:** Climate Change; Locally-led Action; Anti-racism, racial justice and diversity; and the Misconduct Disclosure Scheme
 - **Removing duplication and improving clarity and consistency**

Alignment with other standards

Why make these changes?

- Where relevant and possible, the Code seeks to align with other standards to reduce inconsistencies for members.
- Member feedback focused significantly on this area for change in initial consultations.
- Has been updates to some regulation and standards since Code was last reviewed.
- Main external standard members wanted to see greater alignment with was DFAT Accreditation.



What's changing?

ACNC



Members WILL be required to:

- ✓ Ensure initiatives are **consistent with the member's 'charitable purpose'**, and that this information is provided publicly
- ✓ Have **records** that include information necessary for the organisation to be able to prepare a summary of its activities and related expenditure outside Australia on a country-by-country basis.
- ✓ Ensure their **conflict-of-interest policy** covers third parties.

These are all
existing ACNC
requirements

What's changing?

DFAT ACCREDITATION



Members WILL be required to:

- ✓ Have a **documented organisation-wide risk management approach** and regular **reporting to the governing body** of key risks and controls.
- ✓ Ensure that, for formal partnerships, **members and partners have a shared understanding of responsibilities** in the partnership agreement.
- ✓ Include an **assessment of their partner's authority to work** in relevant countries in their due diligence assessment for formal partnership.
- ✓ Ensure that staff and volunteers **acknowledge acceptance of the organisation's Code of Conduct**, e.g. signed, incorporated into employment or volunteer agreement.

What's changing?

DFAT ACCREDITATION



Members WILL be required to:

- ✓ Ensure their **Child Safeguarding policy** includes a definition of a child; reporting procedures; commitment to training at induction and regularly thereafter; and the process for regular review of the policy.
- ✓ Ensure **child safeguarding reporting procedures** provide clear information about how to report, roles and responsibilities, how concerns or allegations will be managed and reporting obligations will be fulfilled.
- ✓ Ensure the **child safeguarding code of conduct** is signed by relevant governing body members, staff, contractors, volunteers and project visitors.

What's changing?

WHISTLEBLOWING (pp.4, 8)



Members WILL be required to:

- ✓ Ensure their existing **Whistleblowing policy**:
 - Requires staff and volunteers to disclose possible misconduct or wrongdoing and encourages disclosures from other whistleblowers.
 - Outlines any Whistleblowing Protections, guaranteeing that staff and volunteers who disclose possible misconduct or wrongdoing will be protected from adverse employment consequences.
 - Clarifies to whom disclosures that qualify for protection can be made.
 - Outlines processes to protect anonymity where requested, confidentiality, and a fair and impartial investigative process.

- ✓ Ensure their **Whistleblowing policy** is available on their website.

What's changing?

ACCOUNTING STANDARDS and ACNC



There have been some minor updates to the financial reporting templates:

- ✓ Donations and Bequests income lines have been consolidated, in alignment with ACNC financial reporting format.
- ✓ New 'Right of Use Asset' and 'Lease liability' lines added to the Balance Sheet template.
- ✓ Updated definitions to include more examples and to reflect these changes.

Support for members

Updated mapping of Code and
DFAT Accreditation criteria.

Updated mapping of Code and
ACNC Standards.

Updated policy guidance with
references to external
standards.

Engagement with ACNC and
DFAT on amendments.

Updated financial reporting
templates

Climate Change

WHY MAKE THESE CHANGES?

- Global priority issue
- Identified through consultations with members as a critical issue
- Amendments build on ACFID Council Resolution 2-2021 on climate action, and ACFID's Climate Action Framework.



What's changing?

CLIMATE CHANGE (pp. 10-11)



Members will NOT be required to undertake explicit climate change programming.



Members WILL be required to:

- ✓ have an **organisational commitment to climate action**, which is evidenced by a policy, statement or guidance document
- ✓ **consider risks associated with climate change** in their analysis and management of environmental risks in their development and humanitarian initiatives and as part of their general risk management processes.

What's changing?

CLIMATE CHANGE (pp. 10-11)



Members WILL be required to:

- ✓ demonstrate a **commitment to climate action in their organisation's internal operations**, which is evidenced by a policy, statement or guidance document which commits them to minimising the carbon footprint of their organisation.
- ✓ **consider the impacts of climate change** when undertaking a contextual analysis as part of the planning and design process.

What's changing?

CLIMATE CHANGE

Members will be ENCOURAGED to:



- ▮ Report on actions to reduce organisational carbon footprint in their annual reports.
- ▮ Reflect climate justice and equity principles in their climate change policy, programs and advocacy.
- ▮ Have **organisational targets** to measure progress in minimising the environmental impact of operations.
- ▮ Incorporate climate change mitigation, adaptation, and impact, and disaster risk reduction into **program strategies** wherever possible.
- ▮ Annual reports include environmental sustainability reporting, such as significant information that gives insight into the member's sustainability-related risks and opportunities and disclosure of the member's greenhouse gas emission

Support for members

ACFID Climate Change
Resource Hub on Learn with
ACFID
(expand existing)

Updated guidance in the Good
Practice Toolkit

ACFID Climate Change Policy
and Practice Community

Peer-to-peer learning program
*Feb-May 2024

Introduction to Climate Change
and Development e-learning
course

Locally-led development and humanitarian action

WHY MAKE THESE CHANGES?

- Align with global commitments – Grand Bargain, OECD DAC
- Amendments build on ACFID Council Resolution 1-2022 on Decolonisation, Anti-Racism and Locally-Led Action in 2022.
- Reflect the sector's understanding that the interests and wellbeing of the stakeholders and communities we serve are best realised when work is locally-led.



What's changing?

LOCALLY-LED ACTION



Members WILL be required to:

- ✓ Have an **organisational commitment to locally-led action**, which is evidenced by a policy, statement or guidance document.
- ✓ Have **evidence of naming and addressing power imbalances in organisational relationships** relevant to the member's development and humanitarian initiatives.
- ✓ Contribute to locally-led action, evidenced by the **voice and decision-making of local actors** in all stages of a program, the allocation of resources and the design and evaluation of feedback and complaints mechanisms.

What's changing?

LOCALLY-LED ACTION



Members WILL be required to:

- ✓ Listen to and respond to the **priorities of their local partners** around organisational strengthening.
- ✓ Have regular partnership meetings where **open feedback and dialogue** is facilitated.
- ✓ Ensure their **public materials reflect the perspectives of primary stakeholders**.
- ✓ Ensure they have **appropriate mechanisms to assess, manage and mitigate the risks** relevant to specific compliance indicators and verifiers when working with partners.
- ✓ Share **research plans and results** with those who are involved in or impacted by the findings. *(for Members who undertake research)*

What's changing?

LOCALLY-LED ACTION



Members will be ENCOURAGED to:

- 👍 Take active steps to **collaborate with other INGOs and donors** to reduce the resources required by local partners to manage compliance obligations.

Support for members

Locally-led Action Toolkit

**Coming in 2024*

- case studies
- practical tools for organisational planning
- power analysis tools
- curated resources

ACFID Locally-led Action
Community of Practice

Updated guidance in the Good
Practice Toolkit

Ongoing learning program

Anti-racism, racial justice and diversity

WHY MAKE THESE CHANGES?

- Builds on ACFID members' commitment outlined in ACFID Council Resolution 1-2020.
- Feedback: explicitly address NGOs' own power structures, and the diversity of workforces, leadership, and governance bodies.
- Many of the amendments have been introduced as Good Practice Indicators.
- Closely related to locally-led action amendments - focus on the systems and structures within ACFID member organisations, rather than development or humanitarian initiatives.



What's changing?

ANTI-RACISM, RACIAL JUSTICE AND DIVERSITY



Members WILL be required to:

- ✓ Demonstrate an **organisational commitment to the pursuit of racial justice**, as evidenced by a policy, statement or guidance document.
- ✓ Provide **access to safe training in issues related to diversity and anti-racism** for governing body, senior leadership, staff and volunteers.
- ✓ Ensure their **human resource policies** cover equity, diversity and anti-racism.
- ✓ Include reference to anti-racism in their **organisational code of conduct**.

What's changing?

ANTI-RACISM, RACIAL JUSTICE AND DIVERSITY



Members will be ENCOURAGED to:

- 👍 Seek out diversity and representation in their:
 - leadership and governing body
 - staff and volunteers
- 👍 Report publicly on the diversity and representation of their:
 - leadership and governing body
 - staff and volunteers
- 👍 Periodically assess the cultural safety of their organisation.
- 👍 Nominate a member of the senior leadership or governing body to have oversight and responsibility for the organisation's progress on diversity and anti-racism.

Support for members



Racial Justice Resource Hub
through Learn with ACFID

ACFID Racial Justice Community
of Practice

Ongoing training offerings, e.g.
HUE workshops

Updated guidance in the Good
Practice Toolkit

Misconduct Disclosure Scheme

WHY MAKE THESE CHANGES?

- To address the specific problem of known sexual abusers moving between organisations undetected.
- In response to recommendations of the independent review into sexual misconduct commissioned by ACFID alongside our members in 2018.
- The Scheme complements other vetting processes, such as police checks.



What's changing?

MISCONDUCT DISCLOSURE SCHEME



Members who **deploy personnel for humanitarian initiatives** will be required to participate in the Misconduct Disclosure Scheme.



All other Members will be **encouraged to participate** in the Misconduct Disclosure Scheme.

Support for members

Legal guidance (for ACFID members)

** Available on request*

Scope possible centralized investigation capacity with DFAT.

FAQs and other guidance documents

Development of shared tools/templates.

ACFID engagement with the Scheme re collection and use of data to measure impact and support continual improvement.

Discussion with
MDS Coordinator
Nov 16, 4-5pm

Clarification and simplification

WHY MAKE THESE CHANGES?

- Ensure that language and terminology is **clear and consistent**.
- Ensure that **definitions** reflect key terms and current approaches
- Remove duplication.
- Most of these changes **do not have any material impact** on the content or intent of the Code or members' reporting obligations.



QUESTIONS



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ACFID RESOURCES



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Code documents and resources

WHAT WE'VE HEARD	WHAT WE'RE PLANNING
Consolidate Code publications.	Two core docs which will replace the current 'Quick Guide' and 'Practitioner's Guide': <ol style="list-style-type: none">1. ACFID Code of Conduct – a guide2. Quality Assurance Framework
Review current word counts in CSA.	Complete. No required word limit in new CSA form.
Create topic indexes that are dealt with across the Code.	Priority areas to be determined by members.
Ensure accessibility, including downloadable and online versions for all content; appropriate font size, colours, and accessibility for e-readers.	Accessible versions of core Code documents and policy guidance planned.
Enable sharing, accessing, and celebrating good practice - especially examples from smaller members.	Refreshing resources in Good Practice Toolkit, with a focus on examples and case studies. Code Roadshow and ongoing learning program.

Your input

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