

# Committee for Development Cooperation

## Call for Nominations

February 2024

The Australian Council for International Development (ACFID) calls for nominations for an elected NGO representative to the **Committee for Development Cooperation (CDC)**.

### About the vacancies:

This election is for **one representative** to fill a **mid-term vacancy**. The elected representative will complete the term of the vacancy, finishing in November 2024. Re-election of CDC members is possible without limitation.

### About the CDC:

Established in 1975, the Committee for Development Cooperation (CDC) is a joint Department of Foreign Affairs and Trade (DFAT) /NGO advisory body that provides advice and guidance on the DFAT accreditation process for Australian NGOs, the Australian NGO Cooperation Program (ANCP), and other funding streams involving Australian NGOs.

The CDC is made up of eight members – four from the Australian NGO sector, representing the accredited Australian NGO sector and NGOs seeking accreditation, and four from DFAT. ACFID and DFAT provide secretarial support. Australian NGO sector elected representatives to the CDC **sit as individuals on the Committee and represent NGOs in general**, rather than representing a specific agency or organisation.

The role of the CDC is crucial in relation to the continuous improvement of accreditation, acting as both an advisory and consultative body for professional development of the Australian NGO community. The CDC **meets a minimum of three times per year**. Meeting dates are set for subsequent meetings at the close of each meeting. Committee members are expected to dedicate up to 12 days per year advancing CDC activities (up to three days per quarter).

Please note that NGO CDC members are not paid for their attendance at CDC meetings, however they are reimbursed for their travel expenses. NGO CDC members may be engaged by the CDC or by DFAT to undertake specific tasks where their NGO experience and relationship with the NGO community is utilised. When NGO CDC members undertake such tasks, payment is made at an agreed NGO consultant's rate.

More information about the CDC can be found on the [ACFID website](#). The CDC Terms of Reference can be found on the [DFAT website](#).

## Who should nominate/be nominated:

In line with the importance of effective and qualified NGO representation on the CDC, the successful candidate will meet the following criteria:

- Current or recent responsibility for ANCP funding and accreditation processes within an ANCP organisation, and close experience with this process;
- Understanding of DFAT NGO policy, funding mechanisms and processes;
- Interest in and capacity to undertake substantial pre-reading of accreditation assessments prior to most meetings;
- Commitment to consult with and inform ACFID members when/as required in the lead up to and after CDC meetings.

Representatives of agencies who are not currently on the CDC are encouraged to apply.

## Nomination requirements:

To nominate for the vacancies please provide:

- *a completed nomination form, with endorsing signature from your line manager*
- *your curriculum vitae*
- *a short statement addressing the four criteria above.*

## Voting:

As secretariat to the CDC, ACFID will manage the election process. The successful applicant will be determined by current ANCP accredited NGOs, via an online voting system. Each **ANCP accredited agency will cast one vote for their preferred candidate**. Heads of Agency will be emailed a summary of nominee profiles and information regarding the voting procedures on 12 March.

Voting will be **open for three weeks**. The successful candidate will require a simple majority to be elected.

## Deadlines:

Nominations are due by **5pm Friday 8 March 2024**. Please send your completed nomination form (see below), curriculum vitae and a short statement addressing the selection criteria by email to Emily Moreton, CDC Secretariat at: [emoreton@acfid.asn.au](mailto:emoreton@acfid.asn.au)

**Please direct any queries about the position to:**

Emily Moreton  
CDC Secretariat, ACFID Standards and Code Lead  
E: [emoreton@acfid.asn.au](mailto:emoreton@acfid.asn.au)  
P: 02 8123 2237

## Timeline:

<b>8 March</b>	Nominations due to CDC Secretariat
<b>12 March</b>	Nominee profiles distributed by email to ANCP Agency CEOs, and voting opens on Survey Monkey. You will be asked to cast your vote on behalf of your organisation. Voting will be open for THREE weeks.
<b>2 April</b>	Voting closes
<b>5 April</b>	Notification of result
<b>5 April</b>	Term of representative service begins.

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## Nomination form – February 2024

The Australian Council for International Development (ACFID) calls for nominations for an elected NGO representative to the **Committee for Development Cooperation (CDC)**.

Nominations require endorsement from line managers. Candidates can either self-nominate or accept nomination from another party.

Email to Emily Moreton [emoretton@acfid.asn.au](mailto:emoretton@acfid.asn.au) along with your CV and a short statement addressing the selection criteria by **8 March 2024**.

PERSON NOMINATED:

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*(name, position and organisation)*

NOMINATED BY *(if not self-nominated)*:

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*(name, position and signature of person nominating the candidate)*

ENDORSEMENT:

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*(name, position and organisation of endorser)*

SIGNATURE: \_\_\_\_\_

*(signature of endorser)*

AGREEMENT: \_\_\_\_\_

*(signature of person nominated)*