



MAA International

Non Development activity Policy

Work Product Unique ID: POL-CMP004

© Copyright MAA International, 2012

Version 2.0, 06 August 2012.

Version 3.0, 11 August, 2015. Effective Immediately

Next Review Date: September, 2021



Contents

1	Introduction	3
2	Definitions:	4
3	Purpose	5
4	Scope of Policy	6
5	Policy Statement	7
6	Policy procedure.....	8
7	Revision History.....	9



1 Introduction

MAA International is committed to ensuring that we accurately represent our activities to the people we work with, our donors, and the public.



2 Definitions:

Development and humanitarian initiatives:

Activities undertaken in order to reduce poverty and address global justice issues. In the non-government organisation sector, this may occur through a range of engagements that includes community projects, humanitarian response and 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.

Non-development activity:

Includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.



3 Purpose

The purpose of this policy is to guide MAA International and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. This policy addresses 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.



4 Scope of Policy

This Policy is intended to apply to all MAA International's activities. The policy is applicable to all employees and volunteers. The policy also extends to partners and associated implementing organisations.



5 Policy Statement

This policy provides a framework for MAA International’s compliance with principle B.1.5 of the ACFID Code of Conduct. MAA International ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public. MAA International executive staff and managers are responsible for ensuring that all staff members, volunteers, visitors Field partners comply with this Non-Development Activities policy.

The following outline MAA International’s Non –Development activity policy

- MAA International has a clear separation between aid and development and non-aid and development objectives and activities.
 - This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.
 - Any fundraising solicitations that include references to both aid and development and non-development activities will provide donors with the choice of contributing to aid and development activity only.
 - Includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.
-



6 Policy procedure

1. Appraise all project proposals to determine whether they include non-aid and development components.
 2. Record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.
 3. Record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.
 4. Assess Partner capacity 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. All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and non-development activities.
 6. Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and non-development activities.
 7. Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
 8. Confirmation of internal compliance with this policy will be undertaken at least once annually.
 9. Introduction of the policy will be included in the induction process, to be read by all new staff.
 10. A workshop will be regularly organised to present the policy to staff and keep them updated on any changes.
-



7 Revision History

Date of this release: 11 August 2015	Date of next revision: August 2018
--------------------------------------	------------------------------------

Revision Number	Revision Date	Summary of Changes	Changes Marked?
1.0	06 August 2012	Policy rewritten from scratch	N
2.0	11 August 2015	Update with new logo and minor enhancements.	N
2.1	06 September 2021	Definition of Developmental and non-developmental activities are added to policy.	N