

Review Date: New policy
Date Developed: July 2017
Principal Responsibility: Orthopaedic Outreach Committee
Validated: 16/09/2017 Committee Meeting

Approved by:	Title: Chair Orthopaedic Outreach Committee	Name: Graham Gumley	Signature/date
--------------	---	------------------------	----------------

INTRODUCTION:

Outreach surgeons are Australian orthopaedic surgeons who volunteer throughout the Pacific and in the poorest parts of Asia. It is not uncommon for us to visit parts of the world that have no surgeon at all, or surgeons with very limited education and skills. Orthopaedic Outreach aims to work alongside the local doctors: performing surgeries and teaching local doctors, so they can make a difference in their own communities in the long term.

OUTCOME:

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

Our surgeons are all volunteers, so the most expensive element of surgery – the expertise of the surgeon – is donated. Funds we raise are used to pay for medical equipment, medical supplies and costs associated with sending a team of experts.

Funds and resources raised by Orthopaedic Outreach for orthopaedic outreach and orthopaedic development activities will be used exclusively for such activities, and conditions or obligations are not to be placed on recipients in terms of non-development or to achieve religious or political outcomes.

DEFINITIONS:

- **Aid and Development Activities** – means activities to reduce poverty and address issues of global justice through community projects and education, emergency management, advocacy, volunteering, the provision of technical and professional services and/or resources, environmental protection and/or restoration, and promotion and protection of human rights
- **Development** – seeks to improve the conditions of communities in a sustainable way. It is based on working with communities rather than on behalf of communities to break the cycle of poverty and dependence so that their fundamental needs are met and the quality of their life enhanced. Development activities seek to address the root causes of the need identified and in doing so make a contribution to reducing that need in the long term.
- **Non-Development Activities** - means activities that are not Aid and Development Activities. Orthopaedic Outreach does not engage in any non-development activities

POLICY

- The purpose of this policy is to guide Orthopaedic Outreach and our partners to make a clear separation between aid and development and non-aid and 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 is intended to apply to all Orthopaedic Outreach activities. The policy is applicable to all Orthopaedic Outreach employees and volunteers. The policy also extends to Orthopaedic Outreach partners and associated implementing organisations.
- Orthopaedic Outreach does not support non-development activities and does not provide support for partisan political activities which are those that are associated with facilitating or supporting specific political individuals to gain power.

STRATEGIES:

1. Compliance
2. Guiding principles
3. Control Procedures
4. Obligation 1
5. Obligation 2
6. Obligation 3
7. Obligation 4
8. Implementation and Review

1. Compliance

This policy provides a framework for Orthopaedic Outreach's compliance with principle B.1.5 of the ACFID Code of Conduct. This principle outlines four obligations for signatories to the ACFID Code of Conduct.

- Signatory organisations will have a clear separation between aid and development and non-aid and development objectives and activities based on the definitions of aid and development and non-aid and development in section F (Definitions) of the Code.
- 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.
- Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

2. Guiding Principles

Orthopaedic Outreach supports and is committed to abiding by the following principles:

- to ensure accurate representation of our activities to the people we work with, donors and the public.
- to 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.

3. Control Procedures

- Orthopaedic Outreach does not engage in any non-development activities.
- Orthopaedic Outreach ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public.

4. Obligation 1

Signatory organisations will have a clear separation between aid and development and non-aid and development objectives and activities based on the definitions of aid and development and non-aid and development in section F (Definitions) of the Code.

- The signatory will appraise all project proposals to determine whether they include non-aid and development components.
- Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.
- Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.
- Partner capacity assessment processes require the signatory 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.
- Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.
- In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities.

5. Obligation 2

This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.

- Guidelines are in place that address appropriate reporting in organisational promotional materials.
- 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.
- Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and non-development activities.

6. Obligation 3

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.

- Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
- Where fundraising solicitations include references to both aid and development and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.

7. Obligation 4

Signatory organisations will ensure that any such separation in fundraising, programs and other activities, in public communications and in reporting, extends to partner and implementing organisations and is documented.

- Communication with new partners will state the signatory's position on support for non-development activity.
- Signatory partners will receive a copy of this policy.
- The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non-development activity.
- The partner agreement (MoU or equivalent) will require the partner to agree that ANGO funds designated for aid and development purposes will not be used to fund any non-development activity.
- Ongoing dialogue between the ANGO and its partners will reinforce the definitions of development and non-development activity and the need for a separation between development and non-development activity.

8. Policy Implementation and Review

- The signatory will review this policy on a regular basis, at least every two years.
- Confirmation of internal compliance with this policy will be undertaken at least once annually.
- Introduction of the policy will be included in the induction process, to be read by all new staff.
- A workshop will be regularly organised to present the policy to staff and keep them updated on any changes.

SEE ALSO

ACFID Code of Conduct Principle B.1.5
Orthopaedic Outreach's Development Philosophy
AusAID OAGDS Guidelines
ACFID Code of Conduct Implementation Guidance: Definitions

PERFORMANCE INDICATOR/S

Annual Audit Results – will indicate compliance