



DFAT / NGO Committee for Development Cooperation  
A joint committee of the Department of Foreign Affairs and Trade and  
Australian non-government organisations

## Minutes of the 150<sup>th</sup> Committee for Development Cooperation (CDC) Meeting held on 5 October 2017

### **DFAT CDC Members**

Megan Anderson (Chair)  
Simon Cann-Evans  
Jon Burrough

### **Secretariat**

Rebecca Lysaght (DFAT)  
Sarah Dreese (DFAT)

### **NGO Members**

John Morley (Plan International Australia)  
Kalene Caffarella (Australian Red Cross)  
Anthea Spinks (Oxfam Australia)

### **Observers**

Rebecca Hamilton (ACFID)  
Joanne Pradela (ACFID)

### **Apologies**

Mark Webster (ADRA)  
Sally-Anne Vincent (DFAT)

## **09:30 – Meeting Open**

### **Item 1. Welcome Remarks**

In opening remarks, the Chair:

- Noted Sarah Dreese will be taking the minutes for today's meeting.
- Paid respect to the traditional custodians of the land on which the meeting takes place and paid respect to Elders both past and present.
- Acknowledged today is the 150<sup>th</sup> anniversary of the CDC meetings and the commemorations will take place after the meeting.
- Acknowledged that today is Anthea Spinks first CDC meeting and welcomed back John Morley to the CDC in his role within the NGO sector.
- Noted apologies from Sally-Anne Vincent and Mark Webster. Thanked Mark for his valuable contribution not only to the CDC but also to the sector.
- Introduced observers and Secretariat:
  - Rebecca Hamilton-ACFID
  - Joanne Pradela- ACFID
  - Rebecca Lysaght-DFAT
  - Sarah Dreese- DFAT

### **Conflict of interest check:**

- The Chair requested all meeting participants declare any conflicts of interest.
- No conflicts were declared.

### **Item 2. Endorsement of minutes of the 149th CDC**

- The Chair endorsed the minutes of the 149<sup>th</sup> meeting, seconded by Kalene Caffarella.

### **Item 3. Update on Action Item**

DFAT reported on ongoing action items

#### **CDC reps to provide question regarding Afghanistan and OHS in writing for DFAT's response**

- Joanne Pradela acknowledged the outstanding action item from the NGO side and apologised for the delay.
- The question was in relation to the indemnity clause found in the latest version of DFAT's contract template. Joanne requested to table the question in writing at today's meeting for response at the 151st meeting. Soft copies of the question will be circulated to CDC members.
- The Chair agreed to take the question on notice and have DFAT's legal teams review.

#### **Accreditation feedback survey**

The Chair spoke to the item.

- Confirmed the survey has been circulated to CDC members and requested comments to be sent back by **10 October 2017**.
- Highlighted the intention of the survey is to improve feedback on the accreditation process and allow DFAT the opportunity to get formal feedback, which can be consolidated over time, to inform continuous improvement of the accreditation process.

#### **DFAT's Due Diligence Process**

The Chair spoke to the item.

- Acknowledged there was a request for DFAT to share their due diligence mapping that was completed a few years ago.
- Suggested as things have shifted over time, it would be more appropriate to circulate after the accreditation review which will also ensure it is up to date, also

noting the due diligence mapping will be a deliverable for consultants employed to undertake the review.

- CDC members agreed to the proposed approach.

### **CDC attendance at the International Development Contractors (IDC) Meeting**

The chair invited Simon Cann-Evans to speak on this item.

- Origin of this item arose at the end of last year around how DFAT goes about contracting its services.
- Only one meeting has been held since the last CDC and this was heavily contract focused.
- No dates have been set for another IDC yet, however DFAT will aim to fit another in before Christmas, and ensure CDC members are aware of the details.
- On 15 February 2018, DFAT will be holding its Aid Supplier Conference at the Australian National University (ANU), it will be open to anyone, and DFAT encourages everyone to come along and participate. People can register online through the ANU website.
- Commencing next week 9-13 October, Austrade in conjunction with the World Bank, the Asian Development Bank and DFAT will be running a Seminar Series on informing Australian businesses of opportunities to work with key international aid agencies.
- The event will take place in Adelaide 9-10 October 2017, Melbourne 11-12 October 2017 and Sydney 13 October 2017. People can register for the event through the Austrade events website.
- On the 30 October 2017 in Melbourne, DFAT will run a free information session on doing business with DFAT. People can register online through the DFAT website for this event.
- Simon Cann-Evans also spoke to the restructure currently underway within the Contracting Services Branch. The previously five work areas will now be reduced to three:
  - Corporate Procurement
  - Aid Buying
  - Supplier Engagement
- John Morley reiterated that the request for an NGO or CDC member to participate in an IDC conversation came about because of the need to have the due diligence process associated with Accreditation more widely known, including by managing contractors.

**AGREED ACTIONS: DFAT to share information on how to register for the Doing Business with DFAT information session and the Austrade International Aid Business Opportunity Seminars.**

**ACFID to circulate to CDC members a soft copy of the question regarding Afghanistan and OHS.**

## **Item 4. Update from DFAT**

### **Annual Reflections workshop**

The Chair introduced Jon Burrough to speak to this item.

- The third annual ANCP Reflections workshop was held in August 2017. It provided an opportunity to get together and see how the ANCP was tracking.
- The workshop was attended by DFAT, ANCP NGOs and representatives of both ACFID, the CDC and accreditation assessors. DFAT was pleased with the excellent attendance and participation in both Sydney and Melbourne.
- The purpose of the workshop was to reflect on the highlights of 2016-17; discuss and share approaches to key quality programing issues, particularly risk and gender; provide an opportunity to provide feedback on ANCP and discuss emerging issues.
- The chair thanked ACFID for their involvement.
- The draft 'Principles of Engagement' were circulated before the workshops; this was an ODE recommendation to ensure the principles of partnership were preserved and pushed forward through DFATs entire relationship. Following discussions at the Annual Reflections and through written feedback provided, DFAT recirculated the amended principles for endorsement via the post workshop survey, which returned unanimous endorsement of the updated ANCP Principles of Engagement.
- DFAT looks forward to circulating an outcomes document from the Annual Reflections shortly (sent on 13 October).
- Joanne Pradela agreed it was a good event and particularly appreciated the discussion on risk and the frank discussions that followed around each topic.
- John Morley also agreed the workshop was a great initiative, going forward suggesting it is a great opportunity to collaborate in these events to be truly joint reflection sessions, including by having some sessions led by ANCP NGOs.

### **Head Agreement- Closure**

The Chair spoke to the item.

- In June 2016, we briefed the CDC that the contractual arrangements for the ANCP would be streamlined reducing the number of agreements (Head Agreements, Annual Funding Order, plus MOU for 11 NGO Partners) per NGO down to a single annual Grant Agreement.
- This is part of DFAT's process to ensure we have a more consistent approach to our contracting and engagement.

- Organisations should have now received a letter advising of the closure of these old head agreements.
- The amendments were sent to all 53 NGOs for signing on 29 September 2017. The Chair apologised to CEOs for their time however, it is important that DFAT follows appropriate legal processes (as of writing 38 of 53 variations have been signed).
- DFAT is looking forward to closing all these Grant Agreements by 31 October 2017.
- Kalene Caffarella questioned if there is a point of contact within DFAT to answer questions or concerns. The Chair advised organisations with queries or concerns to email the ANCP inbox.
- Kalene Caffarella noted a concern of the Red Cross was the effect the closure of these Head Agreements would have on any old sub agreements attached to the Head Agreement. DFAT confirmed that such sub agreements would continue to their original end date without being effected by the closure of the Head Agreement.
- Simon Cann-Evans reiterated DFAT will do all it can to ensure new work orders are not issued on an old Head Agreement however due to an IT delay from DFAT's end he asked NGOs to be vigilant to ensure nothing slips through while DFAT's IT system officially closes the Head Agreements.

## **ADPlan Statistics**

The Chair spoke to this item.

- In 2017-18, the ANCP will fund 455 projects in 79 countries.
- Compared with 2016-17, there has been a reduction in the number of projects (down from 505) as the larger NGOs continue to consolidate the ANCP portfolio into fewer, higher value projects.
- The distribution of investment across sectors remains similar to 2016-17 projects. Cambodia, Indonesia, Timor-Leste, PNG and Myanmar remain the five countries with the highest level of ANCP funds invested in 2017-18.
- John Morley queried whether there had been any recent NGO roundtables at Posts. The Chair confirmed there had been one six weeks ago in Cambodia which included Post chairing at the senior level, a coordination meeting amongst NGOs, Post and DFATs head office in Canberra to talk about strategic issues, monitoring issues and challenges.
- This year the NGOs, Programs, Performance & Quality Section (NPQ) noted increased interest and more comprehensive feedback provided by many Posts and thematic areas on ADPlans. Feedback received from the NGOs so far has indicated that the increased feedback and advice is appreciated.
- The Role of Post policy implemented over the last 6 months has resulted in clearly identified ANCP focal Points and their role in reviewing ADPlans, engaging with

senior management at Post and also their role in enhanced engagement with implementing partners in country.

- Of the 455 projects submitted, only four projects were not supported by the Department, for a range of reasons including deviation from ANCP's allowable activities and replicating Government services.
- John Morley noted it is great to hear Posts are now more engaged, he would really like to be able to engage earlier than at the ADPlan stage however noted it is often difficult to connect with the right person in DFAT. John suggested if DFAT have identified focal points on particular Post and country policies DFAT could share those with the ANCP NGOs.
- The Chair advised it would be best to provide your questions through the ANCP inbox, where we can identify the best area and forward your query to the correct person.

### **Accreditation Review**

- The Terms of Reference (ToRs) for the ANCP accreditation review have now been circulated to CDC members for comment; we would appreciate all comments in by 13 October 2017.
- There has not been a review since 2013-14. The purpose of that review was to ensure it aligned with the then new AusAID due diligence framework. Since then, amongst other things we have had integration and a spotlight on risk management (working in high risk locations). In addition, the ACFID Code of Conduct has been refreshed in that time and the Australian Charities and Not-For Profits Commission (ACNC) has been introduced.
- The timeline in the ToR will take the review through until April next year.
- Eight NGOs are due for re-accreditation next year. DFAT has already contacted those NGOs foreshadowing that the review may impact on timings. When the Review ToRs are approved, DFAT will provide formal advice to them.
- The Chair suggested people should assume we are still committed to the general principles of accreditation and the same general principles of good effective development.
- Anthea Spinks confirmed they will provide consolidated feedback on the ToRs, however indicated the sector will be asking about the consultation process, including what is the timing, methodology and process.
- John Morley provided initial feedback, indicating he thought the ToRs looked good, a couple of early queries raised with him within the sector were around concerns of major changes made to the criteria 'demonstrating track record' and also keeping in mind the work that has been done around the alignment with the Code of Conduct.

### **5. Other Issues for NGO Representative to Chair**

The chair invited NGO representative to table any addition items.

- Kalene Caffarella asked in regards to the Accreditation Review ‘to what extent is the Development Practice Committee (DPC) involved, for example will they be involved through workshops or surveys’?
- The Chair responded the main aim currently is to have a look at the ToRs, from there DFAT will engage a team and then DFAT will work with the team on the engagement and outreach process, confirming DFAT sees the DPC as a key partner.

## **6. Next CDC Date**

- The CDC agreed the next meeting will be on Tuesday 13 March 2018.

## **10:45am Meeting Close**