



PROJECT ROZANA
פרויקט רוזנה مشروع روزانا

NON- DEVELOPMENT ACTIVITY POLICY

VERSION	1
PERSON RESPONSIBLE	Executive Director
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POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English, Hebrew and Arabic.

Any suggestions about this Policy should be directed to the Project Rozana Executive Director so changes can be considered. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The Executive Director is responsible for maintaining this document; including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table on the first page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual eg. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of the manual.

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1. PREAMBLE

This policy was written by Project Rozana in Australia. It may be used as a template across all Project Rozana offices. Project Rozana operates five offices registered in each of Australia, USA, Canada, UK and Israel, which are part of the Project Rozana Global Alliance. In this policy, 'Chair' means Chair of Project Rozana International. Unless specified otherwise the 'Board' refers to the board of Project Rozana Australia.

2. INTRODUCTION

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

Project Rozana is a humanitarian aid and development organisation whose work involves building understanding between Palestinians and Israelis through health, while building capacity in Palestinian healthcare.

Project Rozana is a secular organisation and does not engage in or support any evangelical activities, nor is it linked to any political party or partner with any local faith-based organisations. It does not support or engage in any non-development activities as defined in the [ACFID Code of Conduct handbook](#).

3. PURPOSE

The purpose of this policy is to guide Project Rozana 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, as well as fundraising from the general public.

4. SCOPE

This policy is intended to apply to all Project Rozana activities. The policy is applicable to all Project Rozana employees, board members and volunteers. The policy also extends to Project Rozana partners and associated implementing organisations.

5. DEFINITION OF PEACEBUILDING AND DEVELOPMENT ACTIVITIES

Project Rozana is committed to ensuring that funds and other resources designated for the purpose of person to person (P2P) peace building and development are used only for those purposes.

Person to Person (P2P) Peacebuilding: According to USAID, Person to person peacebuilding involves reconciliation programs and activities that bring together individuals of different ethnic, religious or political backgrounds from areas of civil conflict and war. These programs provide opportunities for adversaries to address issues, reconcile differences, promote greater understanding and mutual trust and work on common goals with regard to potential, ongoing, or recent conflict.

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.

6. DEFINITION OF NON-DEVELOPMENT ACTIVITIES

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.

This does not include advocacy which is aimed at persuading and influencing decision-makers and opinion leaders and is not aimed at promoting partisan political objectives.

Project Rozana is a secular organisation and does not provide support for evangelical activities or partisan political activities.

7. PRINCIPLES

Project Rozana 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; and
- To ensure that funds raised for peacebuilding 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.

8. COMPLIANCE

This policy provides a framework for Project Rozana'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:

1. Project Rozana 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.
2. This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including annual reports.
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.
4. Project Rozana 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.
5. Where there are components of partner programs which involve evangelical or partisan political activities, these will be promoted and accounted for separately.
6. In-country project monitoring will include monitoring of the separation of non-development activities from development and humanitarian activities as part of project monitoring, learning and evaluation processes.
7. Communication with new partners will state Project Rozana's position on support for non-development activity. Partners will receive a copy of this policy and the partner agreement memorandum of understanding (MoU) or equivalent will include clear definitions of development and humanitarian activity and non-development activity. The partner agreement (MoU or equivalent) will require the partner to agree that the funds designated for development and humanitarian purposes will not be used to fund any non-development activity.

9. RESPONSIBILITIES & ACCOUNTABILITIES

The Executive Director is responsible for ensuring this Policy is upheld and will inform the Board of any concerns relating to conflicts that may present risk to Project Rozana, its Representatives, beneficiaries, partners, reputation, operations or other activities.