

DEVELOPMENT AND HUMANITARIAN POLICY

Last updated 18 Nov 2020

Key Points

We work to support those most vulnerable to extreme poverty and marginalisation.

We operate through long-term development programs and humanitarian programs.

We work with partners to strengthen local capacity and achieve sustainable outcomes.

1. Why this policy exists

Caritas Australia (CA) works through the principles of Catholic Social Teachings and our practices are underpinned by an Integral Human Development approach. We support those most vulnerable to extreme poverty and marginalisation build a life with dignity and help themselves out of poverty, hunger and injustice in a sustainable way. CA also works to bring relief and aid to people whose lives have been devastated by natural disaster or conflict. Integral to undertaking these key activities of aid and development, CA works within Australia to engage people in education, advocacy and action for those vulnerable to experiencing poverty and marginalisation.

The purpose of this policy is to guide organisational and programmatic decision-making, including but not limited to the identification of investment priorities, who we partner with, and discerning which programs and projects to support and where.

This policy documents CA's commitments around:

- Principles and overarching approach that guides CA's development and humanitarian work
- Inclusion and empowerment
- Development and non-development (welfare, religious and political) activities
- Partnership and accompaniment
- Capacity strengthening
- Sustainability
- Development practice

2. This policy applies to

This Development and Humanitarian Policy applies to all CA supported development and humanitarian programs and partnerships in Australia and internationally. It should be read and understood by all CA personnel, partners and other stakeholders whose work involves decision-making about programs.

3. Definitions used in this policy

Below is a partial list of definitions (see Appendix 1 for a full list).

When we use ...	we mean ...
development programs	The provision of long-term support by working in partnership with communities that experience poverty, injustice, hunger and oppression and facilitating the promotion of human dignity, human rights and common good. Development programs do not include welfare, partisan political or religious activities (see 5.2).
humanitarian programs	The provision of immediate relief, recovery and rehabilitation in response to suffering caused by natural disasters and/or conflicts, as well as action to prevent and prepare for them.

4. Guiding Principles

CA's programs, projects and partnerships are guided by Catholic Social Teaching (CST), which are consistent with the principles and practice of community development and partnership commonly adopted by many non-government development and humanitarian organisations.

The following CST principles are intrinsic to all programs, projects and partnerships of CA:

4.1 Dignity of the Human Person

Every human being is created in the image and likeness of God and therefore has inherent dignity. Authentic development is to promote the dignity of the human person and the common good, centred on empowering people, holistic in nature, with the dignity of the person paramount.

4.2 Subsidiarity and Participation

All people have the right to participate in decisions that affect their lives. Subsidiarity requires that decisions are made by the people closest and most affected by the issues and concerns of the community.

4.3 The Common Good

All should have sufficient access to the goods and resources of society so that they can completely and easily live fulfilling lives. The rights of the individual to personal possessions and community resources must be balanced with the needs of the disadvantaged and dispossessed. The common good is reached when we work together to improve the wellbeing of people in our society and the wider world.

4.4 Solidarity

Everyone belongs to one human family, regardless of their national, religious, ethnic, economic, political and ideological differences. Everyone has an obligation to promote the rights and development of all peoples across communities, nations and the world, irrespective of national boundaries. CA expresses solidarity by reaching out to those who are most marginalised, and by committing to sustainability and long-term engagement, including with the Australian community.

4.5 Preferential Option for the Poor

Caring for most vulnerable to extreme poverty and injustice is everyone's responsibility. CA programs and projects will show preferential care for people most vulnerable and marginalised and ensure that the practice of subsidiarity leads to initiatives coming from the people themselves.

4.6 Economic Justice

Economic life is not meant solely for profit, but rather in service of the entire human community. Everyone capable should be involved in economic activity and should be able to draw from work, the means for providing for themselves and their family.

4.7 Care for our Common Home

The earth and all life on it are part of God's creation. CA takes both an ecological and social approach by respecting, sustaining and protecting the earth and one another. CA programs and projects promote stewardship of creation by being conscious caretakers of the environment and earth's resources.

4.8 Promotion of Peace

All peace requires respect for and the development human life, which in turn involves the safeguarding of the dignity, freedom and goods of people. Peace is the fruit of justice and is dependent upon right relationships among human beings. CA's programs and projects will promote peace, justice, collaboration and respect for people's differences.

5. Policy Commitments

5.1 Rooted in CST, Integral Human Development (IHD) informs CA's development and humanitarian strategic priorities.

5.1.1 IHD forms a central component of CA's organisational strategy and underpins the work that CA does with its partners. It is founded in CST and is a holistic and multi-dimensional human development concept (integrating social, economic, political, cultural, personal and spiritual aspects of life) that provides the overarching development approach for CA's humanitarian and development work.

5.1.2 CA commits to putting people most vulnerable to experiencing extreme poverty and marginalisation at the centre of our development and humanitarian work, protected and empowered through CA-supported long-term and humanitarian programs.

5.1.3 CA will invest in two types of programming, development and humanitarian, which are distinct from each other but intrinsically linked.

5.1.4 Through our humanitarian programs and projects CA will provide immediate relief, recovery and rehabilitation in response to suffering caused by natural disasters and/or conflict.

5.1.5 Through our development programs and projects CA will provide long-term partnership and support to communities that experience disaster, poverty, injustice, hunger and oppression by facilitating the promotion of human dignity, human rights and the common good.

5.1.6 CA recognises that long-term development, humanitarian response and advocacy are intrinsically linked and need to be integrated and closely coordinated in order to effectively serve people most vulnerable to experiencing extreme poverty and marginalisation.

5.1.7 We build these linkages by integrating disaster risk reduction (DRR), climate change adaptation (CCA), preparedness and response. Resilience building and DRR help render our program participants less vulnerable to emergencies.

5.1.8 Our programs and projects place special attention on the coordination of resources, planning and action across agencies to promote the common good. This includes but is not limited to reinforcement of links with established international processes such as the Sustainable Development Goals and other relevant frameworks.

5.1.9 CA will give strong attention to environmental stewardship, caring for the earth and its resources and by ensuring programs and projects are environmentally sound.

5.1.10 CA programming will align with, and work towards the outcomes stated in, CA's Integral Human Development Program Effectiveness Framework.

5.2 CA invests in development activities; we do not invest in non-development activities

5.2.1 CA will ensure that humanitarian and development programs and projects are informed by clear social, political and cultural analyses and a good understanding of how change takes place in a particular context. Investment of funding and resources into CA programming works towards development priorities and objectives.

5.2.2 CA will ensure that our funds and resources are provided on a non-discriminatory basis. The acceptance of specific religious or political beliefs or membership in a particular religious or political group is not a condition for receiving assistance or participating in CA programs and projects.

5.2.3 CA commits to ensuring that funds and other resources designated for the purpose of aid and development are used only for those purposes, and not for:

- Political activities: CA is non-partisan and will not use funds to support projects that promote or engage in party-political activities or support particular party-political individuals or groups.
- Religious activities: CA funds are not to be used for development or humanitarian programming that is designed to:
 - Promote a particular religion or attempt to convert people from one religious faith or denomination to another. This is in accordance with ACBC mandate and Canon Law ("No one is ever permitted to coerce persons to embrace the Catholic faith against their conscience") and a reflection of Benedict XVI's first encyclical "Charity, furthermore, cannot be used as a means of engaging in what is nowadays considered proselytism. Love is free; it is not practised as a way of achieving other ends... Those who practise charity in the Church's name will never seek to impose the Church's faith upon others."
 - Build up church or religious infrastructure, training or organisational activities except in circumstances where they are specifically designed to provide non-denominational development outcomes.
- Welfare activities: Whilst CA is always concerned with human welfare, in line with our IHD approach, we will not fund activities which create dependence on longer-term care and maintenance (welfare activities). CA is committed to ensuring that people and organisations are never treated as passive recipients of aid but actively engaged and empowered to implement and manage their own development agenda.

5.2.4 CA will ensure that, if any element of a program or project design could potentially be viewed or categorised as non-development:

- CA personnel will closely review, analyse, plan and monitor program and project components to ensure compliance with this policy throughout the program or project lifetime.
- If any components could be represented as non-development activity these will be managed, reported and accounted for separately to aid and development components.

5.2.5 CA will ensure that our partners:

- Understand and can differentiate between development and non-development activities
- Understand obligations regarding the use of CA funds designated for development and humanitarian purposes.

5.3 CA commits to the inclusion, participation and empowerment of those who are vulnerable and those who are affected by the intersecting drivers of marginalisation and exclusion

Encompassing the development and humanitarian imperatives and moral obligation to uphold human dignity is the protection of human rights. In line with our Diversity, Equity and Inclusion Policy and our Safeguarding Policy, we make the following commitments:

5.3.1 Our development and humanitarian programs and projects will:

- Contribute to the realisation of human rights
- Focus on including, protecting and empowering those most underrepresented, marginalised and vulnerable to poverty and all forms of injustice
- Be delivered without distinction to race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.

5.3.2 In all of our activities, and in collaboration with our partners, we are committed to the principle of do no harm. We do this through a focus on protection mainstreaming as outlined in our safeguarding policies (Child Protection Policy and the Prevention of Sexual Exploitation, Abuse and Harassment Policy).

5.3.3 We recognise that vulnerability and marginalisation vary in each context, so we will support partners and communities in analysing local context to identify and reach the most vulnerable and marginalised.

5.3.4 CA's programs and projects will promote inclusive livelihood development strategies to ensure that those on the margins enhance and sustain their well-being and resilience.

5.3.5 CA's programs and projects will promote peace, justice, collaboration and respect for people's differences. All programs and projects will be conflict-sensitive in order to promote communal harmony and they will endeavour to establish a peaceful, democratic and just society.

5.3.6 CA will work with local partners and communities to enable the most vulnerable and marginalised to participate in decisions affecting their lives and become architects of their own development, eventually rising out of poverty.

5.4 CA builds and maintains long-term, strong, collaborative partnerships

Partnership is a core function of CA, which is informed by Caritas Internationalis Partnerships Principles. Through effective partnerships in humanitarian relief and development and by transforming hearts and minds in the Australian community, CA strives to end poverty, promote justice and uphold dignity. It is the practical form of our solidarity and is evidence of a mutuality of interests.

5.4.1 CA is committed to building and maintaining partnerships that address vulnerabilities, increase resilience, uphold dignity and improve the safety and protection of people most vulnerable to injustice, extreme poverty and marginalisation.

5.4.2 CA is committed to working alongside local partners and at-risk communities to address the root causes of poverty, inequality and marginalisation, prepare for and respond to disasters, and to achieve sustainable development.

5.4.3 In our relationships with partners we strive for honesty, efficiency, mutual help and agreement, with the objective of improving the outcomes of development and humanitarian work. The relationship between CA and partners is one that will vary according to the needs and objectives of both organisations.

5.4.4 We will strengthen our partners and partnerships through accompaniment. Accompaniment enables partner organisations to realise their institutional development and capacity

strengthening. This process is mutually enriching, intentional and strategic with clear and agreed upon outcomes and associated indicators that can be measured throughout the partnership.

5.5 CA invests in strengthening the capacity of our partners and the communities and individuals with whom we work

5.5.1 CA recognises that sustainability and local capacity are inherently linked. Therefore, CA promotes local ownership, capacity strengthening and empowerment in order to achieve sustainable development outcomes and avoid creating aid dependency.

5.5.2 Our approach to strengthening capacity is based on partnership and the CST principle of subsidiarity, which requires that those most affected by the issue lead the response to it. Capacity strengthening activities that we support will:

- Be inclusive and use participatory approaches throughout all stages
- Be owned and driven by the local partner and/or community
- Recognise and build upon local knowledge, skills and assets
- Be designed and implemented in a sensitive and culturally relevant manner and take into account local capacity, which in itself may be able to support the activity
- Be adequately resourced to ensure that they reach the most vulnerable to poverty and marginalisation
- Be sensitive to the existing environment, opportunities and constraints
- Seek to promote localisation and work toward reducing or removing the need for CA support.

5.5.3 In both our humanitarian and development work, we will work collaboratively with local communities and stakeholders to build capacity by:

- Ensuring all development activities supported by CA give strong attention to capacity strengthening and empowerment of civil societies, communities and project participants
- Supporting organisational development by developing skills, abilities, systems and resources of local partners to enable operation at full potential and bring about sustainable change for the people being served.

5.6 CA invests in sustainable development

CA recognises for development to be sustainable it must create an environment that supports a truly integral approach to the development of the human person. It must value and build on local resources, encourage full participation, promote local ownership and strengthen the capacity of participants to manage their own development.

CA commits to:

5.6.1 Recognising that sustainable development requires long-term commitment. Significant time and resources are required to support partners, marginalised communities, local government and other stakeholders reach a strong position to continue the development process and benefits in the long-term, with limited or no external assistance.

5.6.2 Designing our humanitarian interventions to enhance the capacity of disaster affected communities to sustain the outcomes of the initiative, and to recover their livelihoods and assets as quickly as possible.

5.6.3 Maintaining effective and efficient stewardship of all resources involved in our work throughout all stages of our programs and projects to promote sustainability (whether they are human, material, financial; acquired locally or from afar).

5.6.4 Designing our development and humanitarian work to promote environmental sustainability and improved environmental outcomes.

5.6.5 Building pathways for solidarity and sustainability by engaging the Australian community in advocacy, education and delivering programs and projects.

5.7 CA strives to remain relevant and effective as an entity serving the most marginalised

In order for CA to remain relevant and effective we commit to:

5.7.1 Operating in a manner consistent with current good practice guidelines

5.7.2 Ensuring programs and projects are informed by evidence, planning, assessments and learning

5.7.3 Investing in quality assessment of our development and humanitarian work, assessing results and effectiveness and reflect on findings and lessons in order to inform and improve practice.

5.8 Accessing and communicating this policy

5.8.1 This policy will be available on our intranet and website and shared with relevant personnel.

5.8.2 CA will ensure that relevant personnel understand that they are required to follow this policy.

5.9 Reviewing this policy

5.9.1 We are committed to continuously improving our policies, procedures and practices. This policy will be reviewed at a minimum every three years to ensure it is practical. We will update it if there are changes in legislation or circumstances.

5.9.2 We openly encourage feedback on this and other policies. Along with good practice from our sector, we will use this feedback to strengthen our policies and procedures.

6. Roles and Responsibilities

At Caritas Australia, a culture of effective development and humanitarian policy starts with strong leadership.

6.1 The Board of Directors is responsible for:

- Guiding governance and culture of CA through strategic leadership
- Ultimate accountability for our organisational policies
- Guiding the governance and culture of CA through strategic leadership
- Demonstrating a commitment to a culture of development and humanitarian and leading by example
- Approving this policy and holding the Leadership Team accountable to how effectively this policy is implemented

6.2 Leadership Team members are responsible for:

- Ensuring the integrity of the Development and Humanitarian Policy is aligned with the mission and values of CA as well as compliance with relevant legal requirements
- Demonstrating a commitment to a culture of development and humanitarian and leading by example
- Ensuring our procedures, practices, plans and operations align with this policy

- Reporting to the Board via the CEO on policy matters
- Ensuring their team are aware of this policy and understand their responsibilities
- Monitoring and responding to any matter that is assigned to them to investigate

6.3 The Chief Executive Officer is responsible for:

- n/a

6.4 Leadership Team, Managers and Supervisors are responsible for:

- Ensuring all personnel under their responsibility are informed of the existence and contents of this policy and that workers clearly understand and comply with them
- Ensuring all partners/stakeholders under their responsibility are informed that this policy exists; and that those partners/stakeholders clearly understand and are able to comply with them
- Ensuring all procedures, practices, plans and operations and all programs and projects supported by CA are in line with and compliant with the policy
- Monitoring and reporting on the implementation of and compliance with the policy

6.5 Personnel (including you) are responsible for:

- Asking for clarification so that they understand this policy
- Ensuring the work that we do reflects the Guiding Principles and Policy Commitments stated above We have a shared responsibility to ensure a culture of protecting privacy is at the forefront of all decisions and interactions of our work.

We have a shared responsibility to ensure development and humanitarian principles are at the forefront of our work.

7. Related Documents

This policy supports Caritas Australia's compliance with the following:

7.1 Legislation:

- Australian Human Rights Commission Act 1986

7.2 Standards:

- ACFID Code of Conduct and ACFID Quality Assurance Framework
- DFAT Accreditation Criteria
- Caritas Internationalis Management Standards
- Core Humanitarian Standards
- Sphere Standards
- ACBC or relevant trustee (AECRCC)
- CAN. 748§2
- Pope Benedict XVI, Deus Caritas Est no. 31.c. (God is Love), 2005, www.vatican.va

7.3 Caritas Australia governance documents:

- CA Code of Conduct

- CA Strategic Plan
- IHD Program Effectiveness Framework
- International Programs Operations Manual
- Development and Humanitarian Guidelines
- All other CA International Programs policies and guidelines

8. Appendix List

- Appendix 1 - Definitions

9. Information about this policy

Can be accessed by	Anyone via website
Can be shared with	Internally and externally (including with other organisations)
Distributed to	All CA personnel, partners and other stakeholders whose work involves decision-making about programs
Document Owner	Head of International Programs
Approved by	Board of Directors
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How this policy has changed over time

Version	Approval Date	Summary of changes
v1.0	April 2010	Combined the two policies, Development and Humanitarian into one
v2.0	30 Oct 2015	Update to reflect CA's new vision, mission and strategy in accordance with the new CA policy framework
v3.0	22 Sep 2020	Incorporated Environmental Policy, capacity building policy and added commitments regarding development and non-development activities from the guidelines to this policy
v3.1	18 Nov 2020	Put in new format

Appendix 1: Definitions

When we use ...	we mean ...
Accompaniment	<p>Within the Caritas Federation, accompaniment is understood as a process of being with others and walking side by side with partners. The intention of accompaniment is to promote solidarity among Caritas partners, other organisations that share Caritas' vision and communities with whom they work.</p> <p>Accompaniment is the way in which CA puts partnerships into practice. It is the way that CA goes about strengthening partnerships and partner organisations, in order to enable partners to deliver sustainable outcomes for people most vulnerable to experiencing extreme poverty and marginalisation.</p>
Capacity strengthening	<p>For CA, capacity strengthening is a deliberate process through which individuals, groups, organisations or networks enhance existing or develop new, knowledge, skills, attitudes, systems and structures needed to function effectively, efficiently and sustainably, in order to achieve development goals.</p> <p>We believe this approach to programming increases the ability of people, organisations and systems to cope with crises and to contribute long-term to the elimination of poverty.</p>
Disaster Risk Reduction (DRR)	<p>The concept and practice of reducing disaster risks through systematic efforts to analyse and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.</p> <p>As such it is a development approach that moves communities from reactive response to proactive action by helping residents to undertake preventive measures to better weather disasters.</p>
Political activities	<p>Political activities are those that are associated with facilitating or supporting a specific political party or a candidate or organisation affiliated with a political party. This does not include advocacy which is aimed at persuading and influencing decision makers and opinion leaders irrespective of their political stance, on areas of policy related to programmatic expertise.</p>
Program	<p>A program is a set of strategically aligned, mutually reinforcing interventions that are managed and coordinated as one package with the objective of achieving outcomes and benefits in line with the organisation's strategic objectives.</p> <p>Programs are the umbrella under which projects operate. A program aligns and connects together various projects through a combined goal, shared impact, joint planning and common set of indicators and measures.</p>
Project	<p>A project is a set of related activities with a well-defined target group, time-period, and budget, aiming to achieve a set of outputs or outcomes within its duration. Projects are temporary endeavours and finish upon completion of the work they were designed to deliver. Projects are usually relatively shorter and more limited in scope than programs.</p>

Religious activities	Religious activities are defined as supporting or promoting a particular religion, including activities undertaken with the intention of converting individuals or groups from one faith and/or denomination to another.
Sustainability	The ability to continue into the long-term with reduced or without additional assistance. This can include sustainability with purely local resources or, for highly vulnerable populations, with a lesser level of external assistance and increasing levels of self-reliance over time. DFAT has defined sustainability as the continuation of benefits after major assistance from a donor has been completed.
Welfare activities	Welfare is defined as care and maintenance, other than in refugee and emergency situations, which aims to maintain people in a particular condition on a longer-term basis. Welfare activities are those that provide direct assistance to individuals to address immediate needs, rather than address the root causes of those needs.
Personnel	Any person doing paid or unpaid work for, or on behalf of, CA including Australian-based employees, in-country employees, Board of Directors, Diocesan Directors, volunteers, contractors, sub-contractors, consultants.